**WiNC Worker’s Compensation Step-by-Step Reporting Process**

**(Please note: In order to ensure that your claim is filed appropriately, it’s important to follow all steps as soon as possible)**

1. Notify your attending/supervisor of the incident/injury/work related illness.
2. If needed, seek necessary medical care for your injury/illness.
3. Follow the process of your health system for work related injury/illness.
4. Notify WiNC of the incident/injury/work related illness. Notify WiNC even if you do not intend to seek immediate treatment for your injuries. Complete the First Report of Injury form for the state the incident occurred in and (available through your Education/Program Coordinator, WiNC Program Coordinator, or RWHC/WiNC HR) send via email to your Education/Program Coordinator, Terri Stewart, (RWHC/WiNC HR) at [tstewart@rwhc.com](mailto:tstewart@rwhc.com) as well as Julie Richards, (WiNC Program Coordinator)at [jrichards@wincgme.org](mailto:jrichards@wincgme.org). This report must be sent to all three individuals **no later than 24 business hours after the incident/injury/work related illness occurred.**
5. RWHC/WiNC HR and/or WiNC Program Coordinator will confirm receipt and let you know if any additional information is needed.