

FactSheet

Non-Emergency Injury & Illness Reporting

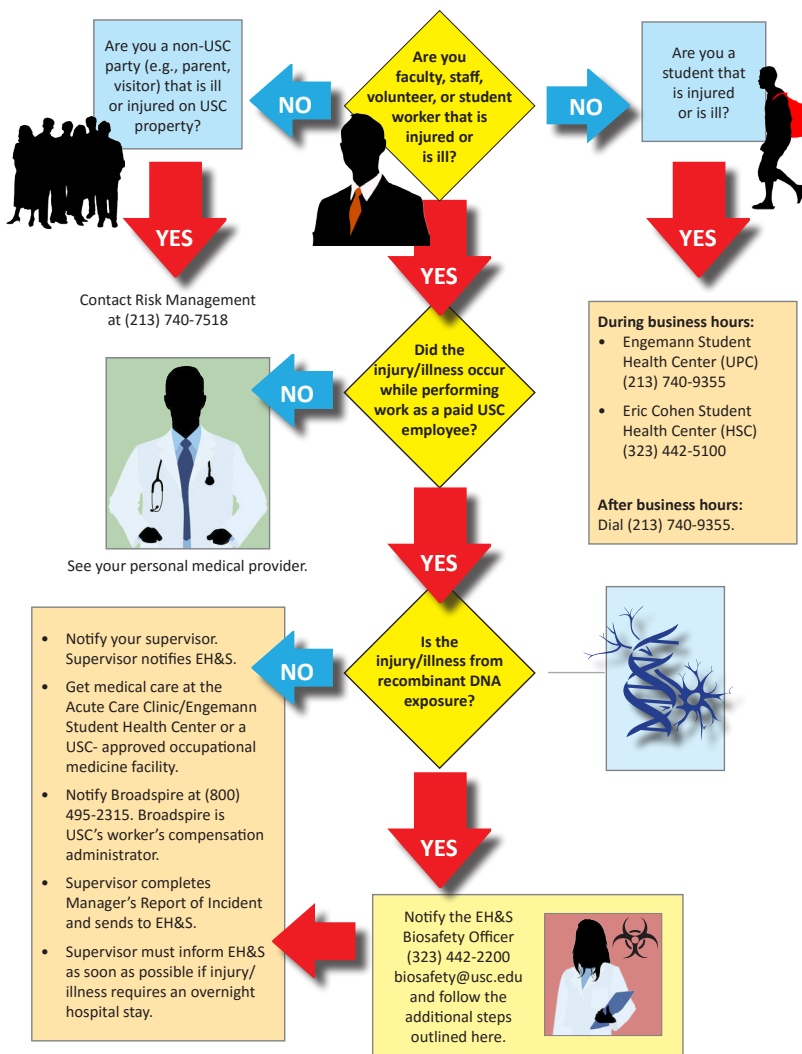
Even with proper safeguards and training, injury and/or illness can still happen. It is important to know guidelines for notification and response on any given emergency or non-emergency. USC's non-emergency injury and illness reporting process is summarized below.

How do I report a non-emergency injury or illness?

Notify your supervisor, Principal Investigator, or instructor. The supervisor will fill out an incident report form. For emergencies, call DPS (213) 740-4321 UPC; (323) 442-1000 HSC. Refer to 1-2-3 Injury Notification poster at: http://bit.do/usc_ehs_123Notify.

Where do I get treatment?

Faculty, staff, students, student workers, and volunteers are directed to the Acute Care Clinic on first floor Engemann Student Health Center (UPC) or any of the USC-Approved Occupational Medicine facilities listed in the table. **USC Employees should bring their completed Worker's Compensation Claim form** (<http://tiny.cc/DWC1>).



What I Need to Do...

- Inform my supervisor or Principal Investigator of my injury or illness.
- Go to the university student health center or an approved occupational medicine facility.
- Contact EH&S if I have any questions.

USC-Approved Facilities

Monday - Friday 8:30 am to 4:00 pm

White Memorial Occupational Clinic 1904 Bailey St. Los Angeles, CA 90033 (323) 222-9675	ProActive Work Health Services 132 Beaudry Ave. Los Angeles, CA 90012 (213) 977-9300
--	---

St. George's Medical Clinic (VHH)
1750 E Colorado Blvd.
Pasadena, CA 91106
(626) 440-0097

Monday - Friday 8:00 am to 5:00 pm

Glendale Adventist Occupational Medical Center
600 S. Glendale Ave.
Glendale, CA 91205-2316
(818) 502-2050

After-hours and weekends

White Memorial Medical Center 1720 Cesar Chavez Ave. Los Angeles, CA 90033 (323) 222-9675	Good Samaritan Hospital Emergency 1225 Wilshire Blvd. Los Angeles, CA 90017 (213) 977-2121
--	---

ProActive Work Health Services 132 Beaudry Ave. Los Angeles, CA 90012 (213) 977-9300	USC Verdugo Hills Hospital 1812 Verdugo Blvd. Glendale, CA 91208 (818) 952-3565
---	--

Glendale Adventist Medical Center Emergency Room
1520 E. Chevy Chase Dr.
Glendale, CA 91206-4007
(818) 409-8202

References

For more information on receiving work-related medical care, go to:

<https://benefits.usc.edu/timeoff/workers-comp/>