

If you have just been injured on the job...



There are a few very important things you need to know.

Emergency phone numbers:

Newport News Fire and Rescue: 911
(or 9-911)
JLab Occupational
Medicine: 269-7539
Nurses' pager: 584-7539 or 584-5585
On-site emergency response: ext. -4444

Please take one of these pamphlets and read it.

Revised November 16, 2009

If you are injured or become acutely ill at work, there are some things you need to know. Call 911 right away if this is a serious injury or illness.

Is this during JLab's normal business hours?

(8:00 AM to 5:00 PM)

- ◆ If so, **call or go to JLab Occupational Medicine (269-7539)**. The nurse will provide first aid and determine if you need additional care. She will come to your location if you are unable to get to the clinic.
- ◆ If the number is busy, **page Occ. Med. (584-7539 or 584-5585)** and enter the number of your phone. Stay at the phone; the nurse will call back promptly.

*Is this is **outside of normal working hours?***

- ◆ Go to the nearest emergency medical facility. Tell them that you work at JLab, and this is work related. JLab's designated physician referral panel is listed in this pamphlet. Use one of them during their open hours.
- ◆ **Do not go to your personal physician.** It is very likely you will have to pay the bills if you do.
- ◆ As soon as you are able, contact Occupational Medicine.

No matter what time of the day, **if this is a serious injury** (profuse bleeding, electrical shock, head injury, loss of consciousness, etc.), **call 911 right away!** Then call Occupational Medicine. Call 4444 to alert our on-site emergency response actions.

As soon as possible, notify your supervisor of your situation.

JLab's Physician Referral Panel

Palmer W. Lowery, M.D.

Sentara Urgent Care Center
747 J. Clyde Morris Blvd.
Newport News, VA 23601
599-6117

Dr. Gilbert F. Schmidt, Jr., MD and partners
Port Warwick Medical Arts
11803 Jefferson Ave
Newport News, VA 23606
594-1880

O.T. Adcock, M.D.
2148 W. Mercury Blvd
827-1940

Nearest Emergency Rooms

**Port Warwick II
Sentara Emergency Center**
11803 Jefferson Ave
Newport News, VA 23606
736-9800
Open 24 hours

**Mary Immaculate Hospital (MIH)
Emergency Room**
2 Bernadine Dr.
Newport News, VA
886-6000

Virginia Emergency Physicians
Riverside Hospital Emergency Room
500 J. Clyde Morris Blvd.
Newport News, VA 23601
594-3080

Be aware that only MIH Emergency Room, Port Warwick Emergency and Riverside Emergency Room are always open in the evenings and weekends. Other providers may or may not; call first.

See the map on the reverse side for the nearest locations.

These physicians and treatment facilities understand how to manage occupational

injury cases to maximize your recovery, and how to coordinate insurance coverage.

➔ Important! ➔
Your claim may be denied by the insurance carrier if you fail to use proper procedures – including reporting the injury promptly.

If you are a JLab staff member, when you return to work after a physician referral...

1. Check in with Occupational Medicine. If the treating physician gave you a return-to-work note or similar paperwork, show it to the nurse.
2. The nurse will coordinate any work restrictions with your supervisor. This protects you from aggravating your injury or delaying your recuperation.
3. Comply with any activity limitations the physician may have stated – at home and at work.
4. Check back with the JLab nurse as scheduled and after any follow-up visit to the off-site physician or other treatment facility.
5. Call Occupational Medicine if you have any problems: with your injury, with treatment, or if you receive bills for your treatment.

The information in this pamphlet is taken from the **JLab EH&S Manual**, chapters **6810** ("Medical Emergencies"), and **6830** ("Medical Management of Occupational Injuries and Illnesses"). Please refer to these for additional information, or call Occupational Medicine at 7539.

