

## **Human Resources 5.19.2 Filing a Claim**

**Status:** *Rescinded and Archived*

**Rescinded Date:** 8-6-2025

**Revised:** October 1, 2014

If an employee is injured on the job, it is important to contact the Office of Human Resources at the earliest possible moment. In an emergency situation, the employee will first seek medical care, but a medical claim should be filed within 48 hours. If the filing occurs after medical assistance, the employee should bring all receipts and/or invoices to the initial claims interview. The responsibility for claiming compensation rests with the employee.

The College will file the claim with the N.C. Industrial Commission for approval. The employee filing the claim is required to use the medical facility and treatment determined by the College, who serves as third-party administrator of the North Carolina Community College Systems Worker's Compensation Program. Refusal to cooperate with these decisions will "bar the employee from further compensation until such refusal is resolved."