

STATE ACTIVE DUTY (SAD)

Reporting Injuries/Illnesses

1. When a Service Member is injured or is ill and requires medical attention, the unit will use the following procedures:
 - a. Life Threatening Injury or Illness – Call 911 or evacuate Service Member to nearest medical treatment facility.
 - b. Non-Life Threatening Injury or Illness – Transport the Service Member to the nearest medical treatment facility or urgent care.
 - c. Complete a Form WCC 12-A (Workers Compensation – First Report of Injury or Illness Form) for each injured/ill Service member.
 - d. **Call CompEndium @ 877-709-2667 and report the injury/illness.** CompEndium will provide a control number for the Form WCC 12-A.
 - e. Contact the Unit's Higher Headquarter, report the injury/illness and location of the Service Member. Forward the Form WCC 12-A with any supporting documentation to the higher headquarters.
 - f. The TF Headquarters will forward the Form WCC 12-A with any supporting documentation to the JOC J-1 Section within 24 hours of the injury/illness.
 - g. Upon receipt of the Form WCC 12-A, the J-1 Section will forward the information and documentation to the State Human Resources Officer (State HRO), and coordinate with the State HRO for the required drug screen.
2. The medical provider must note their vendor number assigned by the State of SC on the invoice.
3. Any deviations from these procedures will cause a delay in paying the Service Member's medical bills.
4. When a Service Member on SAD is injured and requires professional medical attention, the Service Member is required to undergo to a drug screen within 48 hours of incident.