



**Risk Management and Insurance**

One Trinity Place, San Antonio, TX 78212

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**Steps to Take in the Event of a Work-Related**

**Injury or Illness:**

1. Report to campus Health Services as soon as possible. They will provide immediate first aid and refer you off-campus for further treatment if necessary.

If Health Services is closed or immediate emergency medical attention is required, seek immediate medical attention off-campus.

**\*\*Contact TUPD at x7000 for assistance in emergencies.\*\***

**2. Preferred Urgent Care Provider in the Travelers First Health Network:**

\*Any Concentra Urgent Care Location

(Nova Medical Centers have merged with Concentra)

3. Provide the following information to the treating doctor/facility:

**Traveler's Insurance**

**P.O. Box 42927**

**Houston, TX 77242**

**Phone: 1-800-235-3610**

**Fax: 1-877-749-0075**

4. Ask your Supervisor to complete the [Supervisor's Report of Injury form](#).