



TEXAS MILITARY DEPARTMENT  
POST OFFICE BOX 5218  
AUSTIN, TX 78763-5218  
(512) 782-5001

NGTX-RMH

1 OCT 2041

MEMORANDUM FOR ALL NEW EMPLOYEES

**SUBJECT: Reporting Workers Compensation Injuries**

If you are injured on the job, even if you do not feel the need to see a doctor at that time, the injury must be reported within 3 days of the accident to the appropriate Workers' Compensation (WC) Coordinator.

The WC insurance carrier is State Office of Risk Management (SORM). SORM uses the CareNow Healthcare Network for medical treatment for work-related injuries.

**CONTACTS**

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**Angela Hawley'"HO NC"( "Dgpghku'Eqqtf kpcvqt**  
512)782-3385 or "[angela.hawley@military.texas.gov](mailto:angela.hawley@military.texas.gov)

All completed workers' compensation documents should be emailed to the WC Coordinator(s) or sent/faxed to:

State Human Resources Office  
Camp Mabry, Bldg. 64  
P.O. Box 5218, NGTX-RMH  
Austin, Texas 78763  
Fax: (512) 374-0299

I confirm that I have been informed of my workers compensation rights and understand the reporting procedures.

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Employee's Name (Printed)

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Employee Signature

Date