HOW TO SUBMIT SUPERVISOR STATEMENT

1. When your injured worker submits their online submission, the supervisor listed in IRIS will receive an email from notifications@origamirisk.com with the heading:
   “SUBMIT SUPERVISOR STATEMENT for: WC-########”

   One of your employees has reported a work-related injury to UT Risk Management.
   The Supervisor Statement contains information reported by your employee: Click here.
   Your tasks:
   1. Ensure all fields are completed accurately.
   2. Complete the “Injury Information” section at the bottom of the page.
   Please submit this Supervisor Statement within 24 hours.
   If you have any questions, please contact Risk Management at riskmanagement@tennessee.edu or 865-974-5409.
   Thank you,
   UT System Office of Risk Management

2. Following the instructions in the email, you will Click the link to see the submission by your injured worker.

3. Review the information, make any corrections or clarifications as you see fit.

4. Scroll down to the "Injury Information" section and complete this area:
5. After you have entered all the information, enter the date at the bottom and sign.