

Workers' Compensation: Incident Reporting Procedure

*****If emergency medical treatment is required, please immediately contact emergency medical care for employee (1911-campus phone; 872-2589 Security Dispatch) then follow through with required reporting to Human Resources Benefits Office at 872-3728*****

INSTRUCTIONS

With notification of an illness or incident, it is the responsibility of the employee/supervisor to complete and immediately submit the **Employee Incident Report** form to the HR Benefits Office:

The employee and/or supervisor are responsible for completing the Employee Incident Report form.

- If the employee is unavailable to complete the Incident Report, the supervisor should complete the form.
- The Incident Report must be completed within 24 hours of the College's first notice of incident.
- **FAX THE COMPLETED FORM IMMEDIATELY TO THE OFFICE OF HUMAN RESOURCES AT 872-3810.** Give a copy to the employee, and retain a copy for your department file.

Supervisor's Investigative Report – supervisor should complete and fax to HR within 3 days of incident

Witness Statement – should be completed by any witness(es) to incident and faxed to HR within 3 days of incident

***** IMPORTANT *****

Employee's Responsibilities:

It is the employee's responsibility to contact HR to ensure WC claim (DWC-1) is completed and obtain medical authorization. Employee MUST report changes in medical status that affect ability to return to work to HR Benefits Office. Employee must keep HR updated after every physician visit on return-to-work status. Copy of Work Status Report (DWC-73) must be provided to HR.

FURTHER INFORMATION

Reporting an injury or submission of a claim form does not imply automatic approval of the claim. Claims are reviewed and approved by TASB – Risk Management Fund.

TASB
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