Simple Steps to Follow...

- The injured employee should notify his/her supervisor immediately.

- If NO medical treatment is needed, complete only the Incident Report and keep in employee’s file. Do not call Company Nurse and do not send the report to the Public Employee Claims Division.

- Call the Company Nurse Injury Hotline @ 1-855-339-1893 WHEN medical treatment is needed.
WORKERS' COMPENSATION INCIDENT REPORT
(No Medical Treatment Required)

Name ___________________________ Age __________ Employee ID No. __________

Address ____________________________
Street ____________________________ City ______ State ______ Zip __________

Home Phone ______ (____) ________ Cell Phone ______ (____) ______

Job
Title ____________________________

Agency Name: University of Arkansas Community College at Batesville (HR Phone 870-612-165)
Mailing address: PO Box 3350, Batesville, AR 72503
Street Address: 2005 White Drive, Batesville, AR 72501

Date of Accident: ____________ Time of Accident ____________

Location where incident occurred: ____________________________

Description of Incident ____________________________

Body Parts Injured: ____________________________

Personal Protective Equipment (PPE) Worn? YES _____ NO _____
If "YES", what type of PPE was used? ____________________________

Seat Belt Properly Used: YES _____ NO _____ Not Applicable _____

Opinion of Supervisor _____ Preventable _____ Non-Preventable

Witness(es) of Accident ____________________________ Address(es)
__________________________ ____________________________

Injured Employee Signature ____________________________

Supervisor (Please Print) ____________________________

Supervisor Signature ____________________________

Supervisor Phone Number ____________________________

Date Completed: ____________
IN CASE OF WORKPLACE INJURY:
ACCION a seguir en caso de un accidente en el trabajo

COMPANY NURSE
Injury Hotline
1-855-339-1893
AVAILABLE 24 HOURS A DAY

1. Injured worker notifies supervisor.
   Empleado lesionado notifica a su supervisor.

2. Supervisor / Injured worker immediately calls injury hotline.
   Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.

3. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
   Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

EMployer NAME
(NOMBRE DE COMPANIA)

SEARCH CODE
(CÓDIGO DEL BÚSQUEDA)

University of Arkansas
Comm. College- Batesville
QR120

Notice to Employer/Supervisor:
Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Visit us online: www.CompanyNurse.com