Company Nurse Injury Hotline

1-855-339-1893

How to report workplace injuries:
1. The injured employee should notify his/her supervisor immediately.
2. **If NO medical treatment is needed**, supervisor must complete only the Accident Investigation Form provided by the HR office. Do **NOT** call Company Nurse.
3. **WHEN medical treatment is needed**, the employee must call the Company Nurse Injury Hotline @ 1-855-339-1893. The operator will ask for a search code. The code for the University is QR106. If the injured employee cannot make the call, the supervisor should call. (The supervisor must complete the Accident Investigation Form provided by the HR office.)
4. Company Nurse will gather all the appropriate information and make care recommendations.
5. Company Nurse will fax the incident report to the designated treatment facility prior to the injured employee’s visit.
6. The Human Resource Office will receive the forms and print them. The injured employee will need to read over the forms, complete any blank forms and make appropriate changes. All the forms will need to be signed and HR will send them to the Public Employee Claims Division.
7. HR office will also complete a temporary prescription form and give to the injured employee prior to receiving medical treatment, if possible, at the time he/she reports the injury. This is what the employee will use at the pharmacy to fill any prescriptions.

***The HR office must submit all forms within 7 days from the time of the accident/injury***

What is a Call Confirmation Number?
* A number (eight-digit alphanumeric) assigned to the Report of Injury to reference the call.
* In some cases a follow-up call MAY be necessary and this number references the original call.
* The injured employee **should record and maintain** this number.

If it is an EMERGENCY, seek treatment first!
Call Company Nurse after treatment to report the injury.
A call to the Company Nurse Hotline MUST be made to report the injury.