

ACCIDENT REPORTING PROCEDURES AFTER NORMAL BUSINESS HOURS

- 1. If the accident is a vehicle accident, but the employee(s) had no physical injury, they must immediately be drug and alcohol tested:**
 - Each employee involved is to read and sign the Consent to Substance Abuse Screening form. A copy is located on our web site under the Employee Information Section.
 - Immediately send employee(s) to Frye Regional Medical Center – Hickory Campus or Iredell Memorial in Statesville for drug and alcohol testing.
 - MUST immediately call 1-877-622-2276 to report the claim** and Department head or designee is to submit a First Report of Injury Form and an Accident Investigation Form to Human Resources within 24 hours (even for those accidents not having an injury). Both forms are located on our web site under the Employee Information Section.

- 2. If any type of accident, vehicle or not, results in an injury needing IMMEDIATE medical treatment:**
 - Employee is to read and sign the Substance Abuse Consent Form. If it is an emergency situation, form can be signed later.
 - Send to the nearest Urgent Care or Emergency Room.
 - Must immediately call 1-877-622-2276 to report the claim** and department head or designee is to submit a First Report of Injury Form and an Accident Investigation Form to Human Resources within 24-hours of the accident. Forms are located on our web site under the Employee Information section.

- 3. If there is an accident that does not need to receive medical treatment and is not a vehicle accident:**
 - Must immediately call 1-877-622-2276 to report the claim.** department head or designee should submit a First Report of Injury and Incident Investigation Form to Human Resources within 24 hours of the accident.
 - Employee does not need to be drug and alcohol tested since it is not a vehicle accident and there is no medical treatment needed.

***Should you have an urgent worker's compensation need after hours,
contact Sandra Gregory at 828-217-0037 or 150*24*16898***