

**CHATHAM COUNTY SCHOOL DISTRICT
EMPLOYEE ACCIDENT AND EXPOSURE REPORTING PROCEDURES**

The following procedures are applicable to all accidents, injuries and blood exposure incidents. Adherence to these instructions will facilitate your care and return to work. If you have any questions, call the Workers' Compensation Specialist at (919) 542-3626 ext. 23283.

Step 1: Your health is the first priority! Don't hesitate to seek professional care for a medical emergency.

A medical emergency is defined as: a) medical services required for the immediate diagnosis or treatment of a medical condition that if not immediately diagnosed or treated could lead to a serious physical or mental disability or death, or b) medical services that are immediately necessary to alleviate severe pain.

Step 2: IMMEDIATELY submit an Employee Accident/Exposure Incident Report.

To submit an employee incident report, go to the district website (www.chatham.k12.nc.us/), click on Services, click on Human Resources, click on Employee Health & Safety, click on Report an Employee Accident (on the right side of page), and then click on Submit Accident Report. Enter all information requested and follow the steps to submit your report.

For assistance, contact your immediate supervisor or the school Workers' Compensation contact. For further assistance, call the Workers' Compensation Specialist at (919) 542-3626 ext. 23283. The Employee Accident/Exposure Incident Report should be completed by the injured/affected employee, however, if necessary, another employee can complete the report with the assistance of the affected employee.

OPTIONS FOR MEDICAL CARE

Contact the Workers' Compensation Administrator prior to visiting any location listed below. Most locations are requesting "Employer Authorization" prior to services being rendered.

When obtaining medical care, the employee **MUST TELL THE PHYSICIAN** it is a work-related injury.

If an employee obtains medical care for a work-related injury from a medical provider other than those noted below, workers' compensation insurance may not cover the costs and the employee may have to pay for the services. Employees are encouraged to go to one of the facilities listed below which are conveniently located and specialize in work-related injuries, treatment and follow-up, including proper reporting, transitional work, physical therapy, and other occupational services.

PRIMARY LOCATIONS

Chatham Primary Care <i>Family Practice</i>	163 Medical Park Drive Suite 210 Siler City, NC 27344	(919) 742-6032 (919) 663-3018 (fax) (919) 742-5131 (fax)
Pittsboro Urgent Care <i>Urgent Care Center</i>	628 East Street Pittsboro, NC 27312	(919) 542-4450
Pine Ridge Urgent Care <i>Urgent Care Center</i>	1413 Greenway Court Sanford, NC 27330	(919) 775-3020
The Family Doctor <i>Family Practice/Urgent Care</i>	1728 Forham Blvd. Chapel Hill, NC 27514	(919) 968-1985 (919) 942-0038 (fax)

EMERGENCY LOCATIONS (To be used for EMERGENCIES ONLY OR after Hours)

Chatham Hospital 475 Progress Blvd.
Hospital - General/Acute Siler City, NC 27344 (919) 799-4000

University of North Carolina Hospital 101 Manning Dr.
Hospital - General/Acute Chapel Hill, NC 27514 (919) 966-4131

District contact: Chelsey Mason, WCS, Chatham County Schools Administrative Office (919) 542-3626 or email cmason@chatham.k12.nc.us

ADDITIONAL FORMS

Should the employee need to purchase prescription drugs, complete **FORM 25P** with the original pharmacy receipt(s) attached. The employee should inform the pharmacy to file as Workers' Compensation.

FORM 25T can be completed by the employee if traveling 20 miles or more round trip for doctor visit(s), therapy, treatments, etc.

All forms (**FORM 25T** and **FORM 25P**) can be found on the Health and Safety page of our district website.

ADDITIONAL REQUIREMENTS FOR BLOOD EXPOSURES

If you are exposed to the body fluids of another person, complete the [Bloodborne Pathogen Exposure Incident Packet](#). The following documents must be given to the medical provider. Items 1 & 2 are available to the employee from the [Bloodborne Pathogen Exposure Incident Packet](#). Item 3 is available to the employee after submitting an online Employee Accident/Exposure Incident Report. Items 4 & 5 are provided by others.

1. A copy of the district Bloodborne Pathogens Exposure Control Plan.
2. A copy of the OSHA Bloodborne Pathogens regulations (29 CFR 1910.1030).
3. A copy of the completed Employee Accident/Exposure Report.
4. Results of the source individual's blood testing (if available).
5. All medical records applicable to treatment of the employee, including vaccination status.

For additional information regarding the procedures associated with an exposure to the body fluids of another person, the employee should read the district Bloodborne Pathogens Exposure Control Plan available on the district website.