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Policy: On the Job Injury Reporting Policy  
Policy No: 4.15  
Approved: Board of Trustees: March 2006

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### **ON THE JOB INJURY REPORTING**

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor and the Human Resources Department so that the necessary paperwork may be completed. A PDF copy of the Employee Accident and Illness Form for reporting work related injuries and/or illnesses available on the S drive under the Human Resources folder

The College is covered under Sullivan County's Workers' Compensation insurance that is administered through the County's Risk Management department. Contact the Office of Human Resources for additional information and applicable processes.

Employees who sustain an injury in connection with performing their job duties are entitled to receive medical treatment for their injuries without charge to them. Some treatments and diagnostic procedures will require pre-approval from the Workers' Compensation Carrier. The carrier will not authorize any treatment without having the Employee Accident Report on file. If you are injured on the job and need to obtain medical care, contact Human Resources immediately to enable us to contact the facility where treatment will be rendered and prevent insurance coverage issues. **An injured employee should not under any circumstances present private insurance coverage information to a health care practitioner or facility as payment for a work-related injury.**