

## **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 Drug Test Consent 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 1-888-883-9568 to report the claim** and Department Head or designee is to submit a Drug Test Consent 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 Drug Test Consent Form. If it is an emergency situation the form can be signed later.
- Send employee to the nearest Urgent Care Facility or Emergency Room.
- Must immediately call 1-888-883-9568 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 an accident occurs that is not a vehicle accident and medical treatment is not needed:**

- Must immediately call 1-888-883-9568 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***