

Simple Steps to Follow...

- ❖ The injured employee should notify his/her supervisor immediately.
- ❖ If NO medical treatment is needed, complete only the Incident Report and keep in employee's file. Do not call Company Nurse and do not send the report to the Public Employee Claims Division.
- ❖ Call the Company Nurse Injury Hotline @ 1-855-339-1893 WHEN medical treatment is needed.



WORKERS' COMPENSATION INCIDENT REPORT
(No Medical Treatment Required)

Name _____ Age _____ Employee ID No. _____

Address _____
Street City State Zip

Home Phone ____ (____) _____ Cell Phone ____ (____) _____

Job
Title _____

Agency Name : **University of Arkansas Community College at Batesville (HR Phone 870-612-165)**

Mailing address: **PO Box 3350, Batesville, AR 72503**

Street Address: **2005 White Drive, Batesville, AR 72501**

Date of Accident: _____ Time of Accident _____

Location where incident occurred: _____

Description of Incident _____

Body Parts Injured: _____

Personal Protective Equipment (PPE) Worn? YES ___ NO ___

If "YES", what type of PPE was used? _____

Seat Belt Properly Used: YES ___ NO ___ Not Applicable ___

Opinion of Supervisor ___ Preventable ___ Non-Preventable

Witness(es) of Accident	Address(es)
_____	_____
_____	_____

Injured Employee Signature _____

Supervisor (Please Print) _____

Supervisor Signature _____

Supervisor Phone Number _____

Date Completed: _____

IN CASE OF WORKPLACE INJURY:

ACCION a seguir en caso de un accidente en el trabajo



COMPANY

NURSE

Injury Hotline

1-855-339-1893

▶ AVAILABLE 24 HOURS A DAY

1▶

Injured worker notifies supervisor.

Empleado lesionado notifica a su supervisor.

2▶

Supervisor / Injured worker immediately calls injury hotline.

Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.

3▶

Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.

Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

EMPLOYER NAME
(NOMBRE DE COMPANIA)

SEARCH CODE
(CÓDIGO DEL BÚSQUEDA)

University of Arkansas
Comm. College- Batesville

QR120

Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. **If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.**

Visit us online: www.CompanyNurse.com