

**From Risk Management Department, AVUHSD**

**Please review the procedures for reporting a work related injury.**

Every injury must be reported on an Employee Report of Injury form and given to your Supervisor and Risk Management. However, this does not mean that you must see the doctor. Risk Management will keep your Employee Report of Injury form on file should you need to seek treatment at a later date.

**Should you need to seek treatment, please do the following.**

1. Report your injury to your Supervisor and complete an Employee Report of Injury form. Please see attached form, they are also on file at your site.
2. Call Company Nurse at **1 877 223 9307**, use group code **SIRMA** to report your injury. **Do not see any doctor before reporting your injury to Company Nurse. They are available 24 hours/7 days per week.**
3. Once you see the doctor, please **do not** report back to work until you have provided Risk Management with a copy of your doctors note **and** completed the additional time sensitive paperwork given by Risk Management.

A predesignation form must be on file with Risk Management should you wish to see your own physician. For guidelines on who you can predesignate, please contact Risk Management.