

# ACCIDENT REPORT PROCEDURES

## tion) (Work Related Accidents and Workers' Compensation)

### Employee's Role:

1. Get first aid or other treatment. Use ambulance (Harpur's Ferry 7-3333) if you need transport in an emergency.
2. Notify your supervisor as soon as possible regarding your injury.
3. Inform medical provider that you believe injuries are work-related. Do NOT pay your doctor or the hospital.
4. Call ARS (Accident Reporting System): 1-888-800-0029, if you have medical expenses or lost time. The ARS Call Center hours are 8:00 a.m. to 5:00 p.m. EST, Monday through Friday. The Call Center is closed on State holidays. Callers may leave a message after hours, on weekends and on holidays. A Call Center Representative will return their call the next business day in order to report the injury or illness and obtain an ARS incident number.
5. Complete the accident report (s). You will need to complete a form CS-13 AND an Employee Accident Report Part 1 as soon as possible. Delays in reporting may adversely affect your claim.
6. If you are unable to report for work due to the accident, be sure to notify your supervisor and Human Resources that your absence is the result of your occupational injury.
7. Return to work as soon as you are able, with proper authorization from Human Resources. You will be required to provide a note from your physician authorizing your return. Any return to work with restrictions will require permission from both Human Resources and your supervisor prior to your return.

**Please Note:** Many Walk -In Centers and Primary Care facilities will not provide medical documentation or follow up care with a Workers' Compensation injury and will refer you to another facility.

To avoid delays in your Workers' Compensation case, it is suggested that you go to one of the two local facilities that handle Workers' Compensation injuries for treatment.

**UHS Occupational Medicine**  
**33 Mitchell Ave**  
**Summit Building**  
**Binghamton, NY 13903**  
**607-762-2333 (p) 607-762-3320**

**Lourdes Occupational Health**  
**320 N Jensen Rd**  
**Suite #11**  
**Vestal, NY 13850**  
**607-251-2170 (p)**

Use the Confidential Medical Statement (CMS) Work-Related form to report leaves from work, returns to work, or for updating Human Resources monthly of your progress.