

### **Accident Reporting Procedures**

- Accident is reported to Supervisor and medical care needs are assessed.
- Human Resource Director is contacted at 512-392-1161 ext.335 regarding accident and medical treatment authorization form is faxed to Concentra
- Employee completes the Accident Injury Notification Form and Texas Star Network Employee Acknowledgment of Workers' Compensation Network
- Supervisor completes the Accident Investigation Form
- Supervisor routes to Human Resource Director the Accident Investigation Form, Employee Accident Injury Notification Form, and Texas Star Network Employee Acknowledgment of Workers' Compensation Network
- Copy of all Medical Status Reports are forwarded to Human Resource Director

10/09