INTRODUCTION

The following procedures are applicable to all accidents. It is very important for you to follow the instructions below to ensure your medical claims and return to work are processed smoothly. If you have any questions about reporting an accident, medical care, or next steps, please do not hesitate to call the Human Resources Specialist at 513-695-2900 ext. 2927.

WHAT TO DO IF YOU ARE IN AN ACCIDENT

Step 1: Your health is the first priority! Please do not hesitate to seek professional care for a medical emergency.

A medical emergency is when you need immediate medical services that are necessary to alleviate severe pain, or an acute injury that could lead to a serious physical disability, mental disability or death.

Step 2: IMMEDIATELY submit an Employee Accident/Exposure Incident Report.

To submit an employee incident report, please use the following steps:

- **From the SWO-COG website**, https://www.bcesc.org/page/substitute-opportunities, scroll down until you see the header on the left, Reference Materials. Click on the SWO-COG Sub Accident Report Form. Then to the right, under Report Employee Accident, click on Submit Accident Report. Then select, Click here if you are the injured employee. Also, if anyone saw the accident you were involved in, then they will need to select, Click here if you are NOT the injured employee.

- **From the WCESC website**, www.warrencountyesc.com, click Substitute Teaching (under Quick Links), then click Substitute Help (in orange at the bottom of the screen); this will direct you to a new site, then click SWO-COG Accident Report Form (on the bottom, right side of the screen). Enter all information requested and follow the steps to submit your report.

If you need help, call the Human Resources Specialist at 513-695-2900 ext. 2927. If the injured employee is unable to submit the accident report, another employee can complete the report with the assistance of the affected employee.

MEDICAL CARE OPTIONS

When obtaining medical care, remember you MUST TELL THE PHYSICIAN it is due to a work-related injury.

If you obtain medical care for a work-related injury from a medical provider other than those noted below, workers’ compensation insurance may not cover the costs and you may have to pay for the services. We encourage injured employees to go to Atrium Medical Center (Middletown) or Bethesda Arrow Springs (Lebanon) which are convenient to you and specializes in work-related injuries, treatment and follow-up, including proper reporting, transitional work, physical therapy, and other occupational services.

- **Atrium Medical Center**
  1 Medical Center Drive
  Middletown, OH 45005
  (513) 974-2111

- **Bethesda Arrow Springs**
  100 Arrow Springs Boulevard
  Lebanon, OH 45036
  (513) 282-7000

You may also go to:
- Urgent Care facility in your area
- BWC Certified Physician (To get the name of a BWC Certified Physician, call 1-800-OHIOBWC. If you are unsure who is a BWC Certified Physician, it is recommended you go to an Emergency Room or Urgent Care facility.)

IF EXPOSED TO ANOTHER PERSON’S BODILY FLUIDS (BLOODBORNE PATHOGENS)

If you are exposed to the body fluids of another person, the following documents must be given to the medical provider.

<table>
<thead>
<tr>
<th>Item</th>
<th>Where to Obtain</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A copy of the district Bloodborne Pathogens Exposure Control Plan (this includes additional information regarding procedures associated with an exposure)</td>
<td>Safety Document Library within PSW</td>
</tr>
<tr>
<td>3. A copy of the completed Employee Accident/Exposure Report</td>
<td>Accident Management System within PSW</td>
</tr>
<tr>
<td>4. Results of the source individual’s blood testing (if available)</td>
<td>From the other individual or medical provider</td>
</tr>
<tr>
<td>5. All medical records applicable to treatment of the employee, including vaccination status</td>
<td>From medical provider</td>
</tr>
</tbody>
</table>