INSTRUCTIONS FOR FILLING OUT THE
UAHUNTSVILLE EMPLOYEE OCCUPATIONAL ACCIDENT/INJURY REPORT

You may visit our website to fill out the UAHuntsville Employee Occupational Accident/Injury Report from the
convenience of your computer, or go to the Office of Counsel (OOC) or to the Office of Public Safety (OPS) to
pick up a copy of the form.

1. If you choose to fill out the form online, go to http://www.uah.edu/legal and click the Injuries
   Procedures and Forms tab located in the lefthand column.

   • Under the Employee heading, click UAHuntsville Employee Occupational Accident/Injury
     Report.

   • Tab through each line and fill out the form. Please provide as much information as possible.

   • After you have completed the form, print two copies. Keep one copy for your own records and
     submit one copy to the OJI Coordinator for review and further processing. You may scan/email
     the Report to kerry.mitchell@uah.edu; you may fax the Report to 256 824-6187; you may hand
     deliver to the Report to the OOC; or you may forward the Report via Campus Mail at SKH 347.

   • If you are in need of medical assistance, you need to contact the OJI Coordinator as soon as
     possible so that she might schedule an appointment on your behalf. She may be reached at 256
     824-6633.

   • Please review the following documents that are also located under the Employee tab. The OJI
     Coordinator can guide you through the process of filing a claim, if necessary:

     - Employee Occupational Injury Policy
     - Occupational Injury Claims Procedure - Employee’s Responsibilities
     - Employee Occupational Injury Claim
     - Medical Records Release

2. If you choose to go to the Office of Counsel or to the Office of Public Safety:

   • The OOC is located at the corner of Sparkman Drive/Technology Drive inside Shelbie King
     Hall, room 347. The Office may be reached at 256 824-6633.

   • The OPS is located on John Wright Drive inside the Intermodal Parking Facility. It may be
     reached at 256 824-6594.

   • After you have manually filled out the form, you should submit it to the OJI Coordinator in the
     OOC. You may scan/email the Report to kerry.mitchell@uah.edu; you may fax the Report to
     256 824-6187; you may hand deliver to the Report to the OOC; or you may forward the Report
     via Campus Mail at SKH 347.

   • If you are in need of medical assistance, you need to contact the OJI Coordinator as soon as
     possible so that she might schedule an appointment on your behalf.

   • The OJI Coordinator will also provide you with copies of the following documents for your
     information and guide you through the process of filing a claim, if necessary:

     - Employee Occupational Injury Policy
     - Occupational Injury Claims Procedure - Employee’s Responsibilities
     - Employee Occupational Injury Claim
     - Medical Records Release