

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*