

## INSTRUCTIONS FOR FILLING OUT THE *UAHUNTSVILLE NON-EMPLOYEE ACCIDENT/INJURY REPORT*

You may visit our website to fill out the *UAHuntsville Non-employee Occupational Accident/Injury Report* from the convenience of your computer, or go to the Office of Counsel or to the Office of Public Safety 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 Procedure and Forms* tab located in the lefthand column.
  - Under the **Non-employee** heading, click *Non-employee 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 Office of Counsel for review and further processing. You may scan/email the Report to [kerry.mitchell@uah.edu](mailto:kerry.mitchell@uah.edu); you may fax the Report to 256 824-6187; you may hand deliver the Report to the Office of Counsel; or you may forward the Report via the U.S. Postal Service to:

The University of Alabama in Huntsville  
ATTN: Kerry Mitchell  
Office of Counsel  
347 Shelbie King Hall  
Huntsville, Alabama 35899

2. If you choose to go to the Office of Counsel or to the Office of Public Safety:
  - The Office of Counsel 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 Office of Public Safety 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 Office of Counsel (see contact information above.)
3. If your injury required medical attention for which you are seeking reimbursement from the University, you must file a claim with the Alabama State Board of Adjustment.

- Contact information is:

Alabama State Board of Adjustment  
Alabama State Capitol  
600 Dexter Avenue, Suite E302  
Montgomery, Alabama 36104  
334 242-7175 - Phone  
334 242-2008 - Fax  
[bdadj@finance.alabama.gov](mailto:bdadj@finance.alabama.gov)

- The form to file a claim for personal injury or property damage may be found at <http://bdadj.alabama.gov/downloads/BOAClaimDamagesInjury09-02-10.pdf>