

## Q & A: Accident/Incident & Workers' Compensation Guidelines

### What do I do if I have an accident/incident or injury on campus?

- Report your injury immediately to your supervisor
- If life-threatening, call 911 (College Police is automatically notified)
- All injuries are to be documented by you and your supervisor by completing the Accident/Incident Report Form (**online at [www.yc.edu/hr](http://www.yc.edu/hr) Forms & Guidelines**)
- If your supervisor is not available, contact College Police x2185 and/or Human Resources x2217 for assistance.
- All injuries must be reported, and forms completed within 24 hours from the time of injury, even if medical treatment is not used.
- **Employee/Volunteer** Accident/Incident Reports - Send to Human Resources via secure email. (To send a secure email, put the following in the Subject Line: Subject /Encrypt)
- **Student/Visitor** Accident/Incident Reports - Send to College Police (CampusPolice@yc.edu).

### What if I need medical attention?

- If you sustained an on-the-job injury, and your injury is not life threatening or does not require immediate medical attention, meet with your supervisor and contact the Alliance on-call triage nurse. 1(888) CLAIM-89 or (1.888.252.4689) Press 2 for the on-call triage nurse.
- You may obtain the *initial* medical evaluation from one of these local authorized treatment locations:

Authorized Treatment Centers	Location	Phone Number
NextCare Urgent Care	450 South Willard, Suite 120 Cottonwood, AZ 86326	(928) 634-2574
NextCare Urgent Care	3051 N. Windsong Drive Prescott Valley, AZ 86314	(928) 772-3336
NextCare Urgent Care	2062 Willow Creek Road Prescott, AZ 86301	(928) 443-5103
NextCare Urgent Care	2530 Arizona 89A Sedona, AZ 86336	(928) 203-4813

- For medical treatment outside of the Tri-City area in Yavapai County, go to the nearest emergency location; however, you may be required to go to a designated provider at a later date.

## Who is my workers' compensation insurance carrier?

The Alliance  
P.O. Box 33037  
Phoenix AZ 85067  
Policy No.: 1963-SA-AZ-228  
Phone: (888) Claim-89 or (888.252.4689)

## How do I fill out my portion of the Workers' and Physician's Report of Injury?

The form provided by the treatment center needs to be accurately completed and signed. This is your application for workers' compensation insurance benefits, so make sure your physician files your claim promptly.

- 1. Request that your physician immediately** send the required reports to the Industrial Commission (ICA) and to **The Alliance**
- 2. Provide your supervisor and HR with all work status/work release reports** from the treatment center immediately.
- 3. If your work release includes modified light duty**, the College will attempt to find modified light duty within your department or elsewhere and may be at a reduced wage. When a modified duty position is available with the College and within your limitations, you must accept the position or face losing monthly compensation benefits.
- 4. If you require other medical services** such as x-rays, laboratory tests or drugs, be sure to provide the medical providers with the name of the workers' compensation insurance company (Alliance) and your employer (Yavapai College).
- 5. Remain in the state of Arizona and under the treatment of your doctor** unless you obtain written permission from the Industrial Commission of Arizona (ICA) to leave the state for a period exceeding two weeks. You also need permission to change doctors, which can be done by contacting your claims adjuster at **The Alliance** or calling the ICA.

## Who can I contact if I have more questions?

- **Human Resources:**  
Phone: (928) 776-2217  
Email: HumanResources@yc.edu
- **The Alliance:**  
Phone: (888) Claim-89 or (888.252.4689)