

## STUDENT INJURY CHECKLIST

(revised 11/12)

Responsible Party	What to Do	When?	
<input type="checkbox"/>	Student	Report accident/incident to clinical supervisor.	Immediately following accident/incident.
<input type="checkbox"/>	Clinical Supervisor	Notify Program Director or other designated program official.	Immediately following accident/incident.
<input type="checkbox"/>	Clinical Supervisor	In the event of an injury from a contaminated sharp, notify patient's physician and request HIV testing. A special, separate patient consent form for testing and release of test results must be obtained in order for testing to be performed. Patients must receive pre- and post-test counseling from the patient's medical provider (see individual medical facility guidelines to determine the appropriate individual). <b>NOTE: If the patient refuses to grant consent, HIV testing can not and will not be performed.</b> In this case, the contamination will be treated as if the patient is positive for HIV, and the appropriate protocol will be enacted.	Immediately following accident/incident.
<input type="checkbox"/>	Program Director or other designated program official	Notify campus police at 371-5163 regarding accident/incident, and 911 (9-911 if on campus), as appropriate.	Immediately following notification of accident/incident.
<input type="checkbox"/>	Program Director or other designated program official	Contact injured student and fill out Accident/ Incident Worksheet. Let student know that they may either seek treatment, if necessary, from their personal physician or submit billing to Tania Cooper (371-5103) or they may seek treatment from Concentra Health Services at 1619 S. Kentucky, Ste. F600 (806)373-2200). Students <b>must</b> have a copy of their valid Amarillo College student ID and a signed copy of the HCFA form in order to receive initial and/or follow-up treatment from Concentra. Keep Accident/Incident Worksheet for student file.	Immediately following accident/incident or as soon as possible, but not more than 72 hours after the accident/incident.
<input type="checkbox"/>	Program Director or other designated program official	If injury involves contaminated sharps, TDSHS Contaminated Sharps Injury Reporting Form must also be completed. One copy should remain with the student file, one copy forwarded to the AC Campus Police.	As soon as possible, but not more than 72 hours after the accident/incident.
<input type="checkbox"/>	Program Director or other designated program official	Notify Tania Cooper, by telephone or email (371-5103 or <a href="mailto:tecooper@actx.edu">tecooper@actx.edu</a> ) regarding the incident, if it appears reasonable that a claim will be made on the student's clinical accident insurance policy.	As soon as possible, but not more than 7 days after the accident/incident.
<input type="checkbox"/>	Student	The original Hartford Insurance Claim Form, including all signatures and information from the medical provider, must be submitted to Tania Cooper in order for the claim to be submitted to Hartford Insurance and the reimbursement process to be initiated. Failure to do so will result in non-reimbursement for medical treatment received by the injured student.	As soon as possible, but not more than 7 days after the accident/incident.