

Accident/Injury Reporting Guidelines:

All injuries incurred on campus shall be reported to the employee's immediate supervisor. In the event the employee's supervisor is not available, the incident can be reported to Director of Human Resources, Vice Presidents or President of the College.

Employee Responsibilities:

- Report injury/accident to their supervisor within 24 hours.
- Complete the Employee Incident Report
- Complete the Employee Form 18

Supervisor Responsibilities

- Contact Director of Human Resources to report the incident/injury
- Complete the Supervisor Injury Data Collection Form
- Ensure the employee forms and supervisor forms are submitted to Director of Human Resources within 24 hours of incident/injury

Human Resources Responsibilities

- Complete the Medical Authorization form for employee to take to the College's preferred medical provider for initial medical treatment.
- Complete form 19
- Collect all forms and report the injury per state guidelines.

Authorized Medical Provider

First Health
522 Allen Street, Suite 203
Troy, NC 27371
(910) 571-5170

Director of Human Resources

Amy Goodwin
goodwina5352@montgomery.edu
(910) 898-9634 Ext. 634
Office Location: Building 100, Business Office

Alternate Contacts for Medical Authorization Form and Assistance:

Crystal Burr
burrc2243@montgomery.edu
(910) 898-9632 Ext. 632
Office Location: Building 100, Business Office

Jeanette McBride
mcbridej1803@montgomery.edu
(910) 898-9630 Ext. 630
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