

**Process for Reporting Student Accident/Injury
Estrella Mountain Community College, SouthWest Skill Center, Buckeye Educational
Center, and/or the WestMec Southwest Campus**

Do you know what procedure to follow for a student injury emergency? Here's a brief summary of important information that needs to be followed:

In the event of serious, life threatening injury:

- 1) If on campus, seek immediate help by calling the emergency line of EMCC Public Safety office. Public Safety will arrange transport by ambulance to a medical facility. Public Safety will file a report about the incident and obtain necessary insurance information from the student.
 - a. Do NOT transport the student yourself.
- 2) If injury occurs off campus while at a school sponsored event, arrange for transport to a medical facility instead of driving student yourself. Then notify the EMCC Public Safety office.

EMCC Public Safety:
Emergency Phone: <ul style="list-style-type: none">• 58911 On campus phone• 623.935.8911 Off campus phone• 623.262.5977 Cell phone
Non-Emergency Phone: <ul style="list-style-type: none">• 58915 On campus phone• 623.935.8915 Off campus phone
Operational Hours: <ul style="list-style-type: none">• 24 hours, 7 days a week, 365 days a year
Location: <ul style="list-style-type: none">• 3200 North Dysart Road. The office is in the new Public Safety building at the North-end of Parking Lot A by the Dysart and Sage entrance. The office can be easily identified by the College Public Safety sign over the entrance.

- 3) After notifying Public Safety, immediately alert the appropriate EMCC Administrator (Dean and/or VP). All injuries must be reported to a college authority within 72 hours of the incident. An incident report is necessary to substantiate the insurance claim. Adjunct faculty or RPS employee can also call a Chair or Program Director who will then notify a Dean or VP.

In the event of a non-life threatening injury:

- 1) Immediately alert the appropriate EMCC Administrator (Dean and/or VP). All injuries must be reported to a college authority within 72 hours of the incident. An incident report is necessary to substantiate the insurance claim. Do not delay in reporting. Adjunct faculty or RPS employee can also call a Chair or Program Director who will then notify a Dean or VP.
- 2) Important: Medical treatment must be rendered within 120 days from the incident date in order for benefits to be considered.
- 3) Please note: All bills must first be submitted to any other group hospital or medical plan for which the insured may be eligible. An Insurer's Explanation of Benefits paid or denied must accompany the claim form (see below). The claim form is on-line and located on the Risk Management website. The link is
 - http://www.renstudent.com/Documents/14-15/ClaimForms/MCCDA_C_14-15.pdf

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- 4) Claim forms are available in the Student Life Office or the Athletic Department or online on the MCCD Risk Management website (above). The student, NOT EMCC, must submit the claim form. Bills must be submitted within 120 days of the incident. Special considerations for students injured on a school-sponsored trip:
 - EMCC official should take travel packet, on school sponsor trip, with claim forms in case of accidents.
 - Even if you are not on campus when the accident occurs, call and make a report with EMCC Public Safety Office, available 24/7.
 - Always arrange for transport to medical facility instead of driving student yourself, unless there is no other alternative for getting the injured individual to a medical facility.
 - Don't fill out the claim form for the student. They should do it if at all possible because of privacy policy considerations. Special considerations for students who are employees or official volunteers with signed paperwork:
 - If they are "on the clock" and the injury is work-related, they must report the injury to supervisor and fill out "Supervisor's Report of Industrial Injury" and take the form to the medical facility. The form can be obtain by the EMCC HR Office.
- 5) Complete the claim form and have it signed by a school official. Attach all itemized bills and any other Insurer's Explanation of Benefits and send to:
Special Risk Services
P.O. Box 31156
Omaha, Nebraska 68131
1-800 524-2324

Special considerations for students under 18 who are visiting the college or participating in a summer activity:

- 1) Parents or chaperones will take over, but a report should still be filed with EMCC's Public Safety office.
- 2) If the student feels that EMCC has been negligent, he or she may also file a Notice of Claim with the Office of General Counsel. The claim form is on-line and located on the Risk Management website. The link is
 - http://www.renstudent.com/Documents/14-15/ClaimForms/MCCCD_A_C_14-15.pdf
- 3) This form must be filed out within 180 days after the incident. If they are denied payment, they may then file a lawsuit.

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