# Yeshiva University Reporting Procedures

#### **Incident/Injury Occurrence**

Security is contacted to make a report. Employee notifies supevisor/manager an Injury Report Form is completed. Copies of both completed reports must be forwarded to The University Benefits Office and the Safety Office immediately. Reports should be received within 24 hours. Employees should be directed to contact the University's Benefits Office.

#### **Department**

Accident investigation is done. Corrective action provided. (ie; referral for training, discipline, requistion for repair, etc...). Copy sent to University Benefits.

## **University Benefits**

Follows up with employee and department to determine claim validity and if necessary to report to PMA.

#### Claims filed with PMA

Claims are managed by PMA and University Benefits Office. Questions regarding payment or medical treatment should be directed to these parties

### **The Safety Office**

Contacts ee & dept. to complete an accident investigation report. Copy sent to University Benefits Office.