

Worker's Compensation Instructions Quick Overview

Employee has an injury:

- ❖ Have them fill out employee report and employee statement.
- ❖ If there is a witness or witnesses to the accident, the witness (es) will need to complete the ACS Witness Statement.
- ❖ The ACS Accident/Incident Investigation Report needs to be completed.
- ❖ Contact Judy Newton 704.694.4417.
- ❖ Fax paperwork to Judy Newton 704.694.2282.
- ❖ Send original documents to Judy Newton interoffice mail.

Employee has an incident:

- ❖ Have them fill out an incident form and employee statement.
- ❖ If there is a witness or witnesses to the accident, the witness (es) will need to complete the ACS Witness Statement.
- ❖ The ACS Accident/Incident Investigation Report needs to be completed.
- ❖ Contact Judy Newton 704.694.4417.
- ❖ Fax paperwork to Judy Newton 704.694.2282.
- ❖ Send original documents to Judy Newton interoffice mail.

Ambulance calls:

- ❖ Please contact Judy Newton immediately!
- ❖ If Judy Newton is not available, contact Holly Berry 704.694.4417.