

**Work-Related Injury/Illness
Workers' Compensation Notification
Berea College**

In order to properly report this injury/illness as a work-related incident, you will need to contact the People Services Department at **985-3051** or **985-3070** within 10 days of this incident.

A First Report of Injury will be completed and filed with the College's third party administrator to determine what workers' compensation benefits might be available to you.

Failure to file a report may result in non-payment of any medical expenses associated with this incident.

The following information must be completed and provided to the People Services Department in order to process the First Report of Injury on a timely basis. Please complete and deliver to Kay McKinley, People Services, Rustic Cottage or contact Kay at 985-3051.

RETURN THIS PORTION TO PEOPLE SERVICES

Your Name: _____ Date of Incident: _____ Time: _____

Mark One: Employee Student

Location of Incident: _____

Brief description of incident: _____

Witnesses: _____

Did you go to the doctor? Yes No If yes, please list the diagnosis and name/address/phone of the doctor you saw: _____

If no, why did you *not* go to the doctor? _____

Signature

Phone Number