

Modesto Junior College Student Injuries Reporting Flow Chart

Student Injury

Who is completing the Injury Form?

Health Services Staff and Athletic Trainers

- Treat student
- Complete Injury Form & explain process (give Accident Insurance Plan pamphlet).
- Explain to student claim process (*see below*)
- Contact Campus Safety at 575-6351 to notify of any hazardous areas and/or in need of pictures (ex: uneven sidewalk causing fall)

Send all Injury Forms to **Health Services, East Campus** who will review for:

- Completeness:
 - Form will be sent back to originating staff if incomplete
 - If needed, will call Campus Safety at 575-6351 to notify of any hazardous areas and/or in need of pictures.

Health Services will scan Injury Form, save into file and forward electronic copy to Dorothy Pimentel & Insurance carrier claims administrator; **shred** hard copy as electronic file will be permanent record.

Health Services will issue Claim Forms as needed/upon request; respond to questions; facilitate process.

MJC Staff/Faculty

- Complete Injury Form & explain process (give Accident Insurance Plan pamphlet).
- Contact Campus Safety at 575-6351 to notify of any hazardous areas and/or in need of pictures (ex: uneven sidewalk causing fall)

Determine disposition of injured person and forward completed Injury Form to **Health Services, East Campus (MM108)**

Claim Processes

1. Claim forms are available at MJC Health Services. *Student must have completed Injury Form on file.*
2. It is the student's responsibility to read and follow the "How to File a Claim" procedure listed on the Accident Insurance Plan pamphlet.
3. Written notice of claim must be given within 30 days.