

InReach Protocol for Auto Accidents:

Please understand that if injury is serious and needs immediate help, 911 is the number to call but if the accident does not require 911 follow the procedure below:

- Medcor is the new agency that is on-call 24 hrs a day seven days a week @ **1-800-775-5866**
- They will file the **'First Report of Injury'** that is required by North Carolina
- Even if **no injury** is noted when the accident happens it is **better to call the accident in case something comes up later**
- Medcor has trained nurses on the call 24/7
- As soon as possible the supervisor and employee (if possible) should call the number **1-800-775-5866** together
- If the supervisor is unavailable the employee should call the number
- Ideally the call will be placed by both and the nurse will talk with the supervisor first and then the employee
- The nurse will advise if any treatment is necessary and if the employee can return to work or what if any medical treatment is needed
- Info you will need when you call:
 - Company name – InReach
 - Employee – name, department, supervisor and work phone #
 - Employees home phone #
 - Employee social security number and date of birth
 - Time & date if accident
 - Accident location
 - Description of how the injury occurred
- Medcor will follow up with the employee and give the caller a confirmation number

We have already rolled this service out to the Group Homes and will work with the other departments now. If you have any questions please contact Janice Chandler, Human Resources Manager, at (704) 536-6661 ext. 415.

*Remember the Incident Reports that are produced for your department don't take the place of the **"First Report of Injury"** that goes to North Carolina OSHA. The First Report of Injury is required within 24 hours.

Thank you for your help and let's all be safe!

Beth James

From: Janice Chandler [jchandler@inreachnc.org]
Sent: Wednesday, December 18, 2013 3:43 PM
To: mpuckett@inreachnc.org; jcarter@inreachnc.org; mhull@inreachnc.org; 'Andrea Stevens'; lcooke@inreachnc.org; priddley@inreachnc.org; sspivock@inreachnc.org; mbessy@inreachnc.org; ogrier@inreachnc.org; kjohnson@inreachnc.org; cmassey@inreachnc.org; mmoreno@inreachnc.org; ejudd@inreachnc.org; KPearson@inreachnc.org; tfite@inreachnc.org
Cc: lgougeon@inreachnc.org; bjames@inreachnc.org; RKrypel@inreachnc.org; jpritt@inreachnc.org; cbrigman@inreachnc.org; dshiflett@inreachnc.org; sfitzgerald@inreachnc.org
Subject: Workplace Accidents and Injury

Ladies and Gentlemen: It seems that this Christmas season have brought out a number of accidents in cars with our employees and we have a new way to report all accidents and injury.

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Thank you for your help and let's all have a **safe** and Happy Holiday.

Janice Chandler
Human Resources Manager
InReach
704-536-6661 ex 415