



REPORTING ACCIDENTS WHILE ON TDY



The following steps should be taken by any employee involved in an accident while on TDY:

- If you are injured, go to the nearest hospital and seek medical attention. If you were injured while on job-related business inform the hospital that this is a Federal Workers' Compensation case and refer them to Lynn Newborn – HRO Specialist- at (215) 697-6018. If they insist on obtaining your personal health insurance information, by all means do not delay care, but do contact your insurance company to let them know the situation. If you are on travel in a foreign country you may have to pay cash for your treatment, then file for reimbursement by Workmen's Compensation.
- Contact Lynn Newborn – HRO- (215) 697-6018. Be sure to leave her a telephone number where you can be reached and the name and telephone number of your supervisor (immediately)
- Contact Ed Zgleszewski – Safety Officer – (610) 595-0585 (immediately)
- Contact your supervisor. If a rental vehicle was involved have your supervisor request that appropriate Command determination be made regarding authorized use of vehicle when involved in the accident (immediately)
- Obtain copies of all hospital paperwork (as soon as possible)
- Complete a CA-1 accident report or have your supervisor complete one for you telephonically. This form can be provided by Lynn Newborn or Ed Zgleszewski (within two working days of the accident)
- You do have the right to see your own medical doctor after obtaining treatment from an emergency facility if you so choose.
- If your rental vehicle is involved:
 - Contact the Bank of America travel credit card (800) 558-0548 to inform them of your rental car accident (as soon as possible)
 - Contact the rental car company (as soon as possible)
 - Obtain any rental car accident paperwork for Counsel (as soon as possible)
 - Obtain police report for Counsel (as soon as available)

If you have any questions please call Denise Ucci at ext. 0685 or Carrie Piccard at ext. 0696. They will coordinate responses.