



**ALBUQUERQUE PUBLIC SCHOOLS**  
**RISK MANAGEMENT DEPARTMENT**

**INSTRUCTIONS FOR REPORTING  
ON-THE-JOB ACCIDENTS AND INJURIES**

**All accidents and injuries must be reported!**

**Employee Responsibilities:**

Submit completed New Mexico Worker's Compensation Administration Notice of Accident form to your supervisor within fifteen (15) days of the accident or injury.

**Medical Treatment for On-The-Job Injuries:**

Employees requiring medical treatment must call

***Company Nurse<sup>®</sup>***

***1-877-740-5017***

(24 hours a day, 7 seven days a week)

The triage nurse will provide instructions.

For *life-threatening* emergencies, call 911 or seek treatment at the nearest hospital emergency facility!

**Information:**

If you have questions or for more information, please call the Risk Management Department at 880-8249 ext. 315.