



**ALBUQUERQUE
PUBLIC SCHOOLS**

APS Risk Management - Injury Hotline

Phone: (505) 830-8466

Fax: (505) 884-4502

IN CASE OF WORKPLACE INJURY

Step 1: If you are injured at work, notify your supervisor or other site administrator immediately.

Step 2: You and/or Your Supervisor will need to call the injury hotline to notify Risk Management promptly.

Step 3: Risk Management will gather information from you over the phone and will help you to access appropriate medical treatment.

Step 4: If treatment is necessary, Risk Management will give you a Claim Number for your visit at Concentra.

Step 5: After all medical treatments, please submit your medical records to the RTW (Return to Work) Coordinator in Risk Management Department.

If there is a medical emergency, call 911 or go to the nearest Emergency Room.

EMPLOYEE RESPONSIBILITIES

Submit completed "State of New Mexico Worker's Compensation Administration Notice of Accident" form to your supervisor within fifteen (15) days of the accident or injury. The form must be signed by BOTH the employee and supervisor.

******Every injury needs to be reported to the Injury Hotline.***