Accident, Injury, and Workers' Compensation Guidance

For Employees, Volunteers, Students, and Visitors

IMPORTANT: Determine Which Section Applies to You

Group	Follow These Sections
Employees & Volunteers	Sections 1,3, and 4
Students & Visitors	Sections 1 and 2

Section 1: Accident/Incident Reporting (All Individuals)

What should I do if I am injured on campus?

- Report the injury immediately.
- If life-threatening, call 911. Campus Safety is automatically notified.
- Complete an Accident/Incident Report Form within 24 hours with the assistance of Campus Safety or YC staff, even if medical treatment is not needed.

Where do I send the report?

Employees/Volunteers	Students/Visitors
Complete the form electronically. It will automatically be routed to HR.	Complete the report electronically. It will automatically be routed to HR and Campus Safety.

Section 2: Students and Visitors – Additional Information

- Reporting an incident creates a record but does not initiate an insurance claim automatically.
- Medical care and expenses are the responsibility of the individual unless a claim is approved.
- Questions about claims should be directed to The Trust at: the-trust@the-trust.org.

Section 3: Employees & Volunteers – Workers' Compensation Medical Treatment

- Contact Alliance On Call Triage Nurse at (888) 252-4689 (option 3).
- Use an authorized NextCare treatment provider (listed below) for initial evaluation.
- Seek emergency care if outside the area, then follow up with an authorized provider listed below.

Location	Address	Phone
Prescott	2062 Willow Creek Road, Prescott, AZ 86301	928-443-5103
Prescott Valley	3051 N. Windsong Drive, Prescott Valley, AZ 98314	928-772-3336
Cottonwood	450 S. Willard, Suite 120, Cottonwood, AZ 86326	928-634-2574
Sedona	2530 Arizona 89A, Suite A, Sedona, AZ 86336	928-203-4813

Section 4: Filing a Workers' Compensation Claim

Carrier: The Alliance | Phone: (888) 252-4689 | Policy No.: 1963-SA-AZ-228

- Ensure all forms from the provider are completed promptly.
- The treating physician must submit reports to the Industrial Commission of Arizona and The Alliance.
- Provide HR and your supervisor with work status updates.
- Follow all requirements for modified duty and treatment.

Section 5: Contact Information

Department/Organization	Contact Information
Human Resources	(928) 776-2217 | AskHR@yc.edu
The Alliance (Workman's Comp)	(888) 252-4689
The Trust	800-266-4911

Disclaimer

Reporting an injury does not guarantee reimbursement of medical expenses. The College does not provide medical insurance coverage for students or visitors. Claims involving alleged negligence are evaluated on a case-by-case basis by Yavapai College's insurance carrier. Reimbursement determinations are made by The Trust, not by Yavapai College.