

LSUHSC Needle Stick Instructions



If a needle stick incident should occur, follow the steps below:

1. Go IMMEDIATELY to the ER.
2. Notify your supervisor and/or designated departmental liaison immediately. Within five (5) days, they will fill out the necessary paperwork* to report the incident and to provide Human Resources with the information needed to file a Worker's Compensation claim.
3. Once the required forms are submitted, you will be given a Worker's Compensation claim number and billing address for your provider to bill our Worker's Compensation carrier directly.
4. Within fifteen (15) days of the incident, if you have not received a claim number or further direction, please contact Brandon Nicholas in Human Resources to verify that a claim was filed. Claims filed beyond thirty (30) days of the date of injury may be ineligible for Worker's Compensation benefits.
5. For follow up care, you may go to the provider of your choice, or you can visit one of the participating Concentra clinics (appointments are required). Please contact Brandon Nicholas for additional information.

To view the LSU Health Sciences Center Policy on Worker's Compensation, visit the following link: <http://www.lsuhscc.edu/administration/hrm/relations-workerscomp.aspx>

To view the LSU Health Sciences Center Policy on Incident and Accident Reporting and Investigation, visit the following link: <https://www.lsuhscc.edu/admin/pfm/ehs/iaform.aspx>

*If any injury occurs on the job, it is necessary for your department to notify Brandon Nicholas in Human Resource Management via telephone **immediately at 504-568-2455**. The department will then complete the [DA 1973](#) and [DA 2000](#) forms and send them to IncidentReports@lsuhsc.edu.

To report an injury or to gain further information, please contact:

Brandon Nicholas
Human Resource Management
433 Bolivar Street, 6th Floor
New Orleans, LA 70112

(504) 568-2455
bnich2@lsuhsc.edu