

University of Colorado Employee Needlestick or Body Fluid Exposure Incident Reporting Process

- 1) Visit University Risk Management website: <https://www.cu.edu/risk/incident-procedure>.
- 2) Choose “**Incident Procedure**”
- 3) Choose “**Needlestick or Body Fluid Exposure Report Form.**”
- 4) Fill out the Exposure Report Form as completely as possible to assist with proper claimant identification and billing. The form **MUST** include:
 - Name
 - Address
 - Contact Phone Number(s)
 - Email Address
 - Source Patient Name and MRN (if known)
- 5) Employee treatment/post-exposure lab work can be completed at any DMP location. Select a location that is most convenient for you.
 - Designated Medical Providers Locations: <https://www.cu.edu/risk/dmp>
- 6) Once your Exposure Report Form is received by the URM Claims office, a member of the team will contact you with the next steps; respond as soon as possible.
- 7) For any additional information or questions, please contact University Risk Management at 303-860-5682 or email URM@cu.edu

Healthcare students who get a needlestick during a clinical rotation would be financially covered for treatment by University Risk Management, under Workers’ Compensation.