

University of Colorado TB Exposure Reporting Process

You may call University Risk Management at 303-860-5682, however reporting the exposure on the form via the website is the fastest and most efficient way to get a claim filed.

- 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) Once your Exposure Report Form is received by the URM Claims office, an adjuster will contact you by phone or email.
- 6) 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
 - Initial labs following the TB exposure are financially covered by URM, please proceed with the initial lab testing as per URM.
 - If these labs yield a positive result, please contact URM for instructions on how to proceed through the next steps of the claim.
- 7) For any additional information or questions, please contact University Risk Management at 303-860-5682 or email URM@cu.edu