

## Needlestick or Blood/Body Fluid Exposure:

### Procedures to follow if you have a needlestick or blood/bod fluid exposure

1. Report in person to GWU Hospital Employee Health, Suite G1029 in the GWU Hospital during normal business hours for evaluation.
2. File an incident report **immediately**, using the online report form at this site:  
<http://risk.gwu.edu/incident-reporting>

#### **NOTE: BEST BROWSER TO USE IS FIREFOX**

3. Click on the “webform” link and complete and submit the form. Make a note of the confirmation number (EV....).

### Frequently Asked Questions when completing the form:

- ***What is the best internet browser to use?***  
Firefox works best; if you do not have this browser installed on your computer, come to the GME Office to use a GME computer
- ***What should I do for Academic/Admin?***  
Click on the magnifying glass, and select the following:
  - Academic from the Academic/Admin options
  - School of Medicine and Health Sciences (under the School/Division options)
  - The Department field will automatically populate when you select the magnifying glass
- ***For reported injuries, what email address should I enter under “Employee’s Email Address” at the end of the webform?***  
Input the e-mail address for Mary Tucker ([mtucker@gwu.edu](mailto:mtucker@gwu.edu)).  
Please contact Risk Management if you have any other questions.

### Procedures to follow if you have a needlestick or blood/bod fluid exposure after business hours or at another hospital:

- If exposure or injury occurs after business hours:
  - report to GWU Emergency Department, then complete Steps 2 and 3 (above)
  - report to GWU Hospital Employee Health in person the next business day
- If at another hospital:
  - report to their ED or Employee Health as required, then complete Steps 2 and 3
  - report to GWU Hospital Employee Health in person the next business day with lab results and source patient documentation
- If you receive a bill for services, submit it to the GME Office as soon as possible

**NOTE:** The GME **Policy on Resident Occupational Exposure** is on the GME website:

[https://smhs.gwu.edu/sites/default/files/Occupational%20Exposure\(1\).pdf](https://smhs.gwu.edu/sites/default/files/Occupational%20Exposure(1).pdf)