

Needlestick/Occupational Exposure Reporting Instructions

It is important that you notify **the faculty member supervising you during your shift, your Program Director and/or Chief Resident** as soon as possible **after an exposure** to ensure that you are able to be relieved from patient care duties **as needed to receive appropriate treatment**.

In the event of resident exposure to Bloodborne Pathogens, post-exposure evaluation and treatment evaluation will be provided at no cost to the resident.

Procedures for reporting also appear on the MedHub home page; click on the “Needle Stick/Occupational Exposure” button.

Procedures to follow:

Needlestick/Occupational Exposure:

- If you have a needlestick or an occupational exposure, report in person to GWU Hospital Employee Health, Suite G1029 in the GWU Hospital during normal business hours for evaluation.

Reporting:

Needlestick/Occupational Exposure:

- File an incident report with University Risk Management using the online report form at this site:
 - https://assureclaimsprd-george-washington-university.dxc-ins.com/GWU_Shell_Web_Form/WebForm/PageBuilder.aspx
 - Complete and submit the form. Make a note of the confirmation number (EV...).
 - NOTE: **Chrome** is the recommended browser, but the form is also compatible with Internet Explorer and Firefox

Frequently Asked Questions when completing the University Risk Management form:

- ***What is the best internet browser to use?***
 - Chrome is recommended, but the form is also compatible with Internet Explorer and Firefox. ○
- ***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 reporting injuries, what email address should I enter under “Employee’s Email Address” at the end of the webform?***
 - Input the email address for Mary Tucker (mtucker@gwu.edu) ○
 - Contact Risk Management if you have any other questions

NOTE: Please complete all sections of the form, including your SSN

Procedures to follow if you have a needlestick occupational exposure after business hours or at another hospital:

- If exposure or injury occurs after business hours:
 - report to GWU Emergency Department, then complete the above steps
 - 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 the above steps
 - 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