

**CHECKLIST FOR POST ACCIDENT DRUG/ALCOHOL TESTING
& WORK RELATED TREATMENT
AT AIKEN REGIONAL MEDICAL CENTERS**

**ALL POST ACCIDENT TESTING AND INJURIES MUST BE REPORTED TO THE RISK MANAGER
NO LATER THAN NEXT BUSINESS DAY AFTER INCIDENT**

Contact: Aiken County Risk Manager
1930 University Parkway, Room 3102
Aiken, SC 29801
Tel: 803.642.1544; Fax: 803.643.1994, e-mail: rgordy@aikencountysc.gov
(Alternates: Office Manager: 803.642.2013)

SUPERVISOR RESPONSIBILITIES:

- Advise the injured employee that drug and alcohol testing shall be conducted at the County's designated medical provider per Section 17.9 of the Aiken County Personnel Policy. These tests shall be administered at the time of initial treatment or, in the case of hospitalization, as soon as is medically feasible. For injuries occurring after normal business hours, refer to "After Hour Drug/Alcohol Testing Procedures".

FOR POST-ACCIDENT DRUG & ALCOHOL TESTING ONLY – NO INJURY TO EMPLOYEE

- PRINT OFF/COMPLETE APPROPRIATE TREATMENT AUTHORIZATION FROM COUNTY WEBSITE (IN INTRANET SECTION/EMPLOYEE RESOURCES/RISK MANAGEMENT FORMS
[Treatment Authorization - Post Vehicle/Property Damage Incident - ARMC](#))
- GO TO REGISTRATION AREA ADJACENT TO EMERGENCY DEPARTMENT **BEFORE GOING TO LAB**
- PROVIDE BILLING INFORMATION TO REGISTRATION PERSONNEL:
Aiken County Risk Manager
1930 University Parkway, Room 3102
Aiken, SC 29801
Tel: 803.642.1544; Fax: 803.643.1994, e-mail: rgordy@aikencountysc.gov
- UPON COMPLETION OF REGISTRATION, PROCEED TO ARMC Lab for post-accident drug & alcohol testing

FOR WORK RELATED INJURY AND POST-ACCIDENT DRUG & ALCOHOL

- PRINT OFF/COMPLETE APPROPRIATE TREATMENT AUTHORIZATION FROM COUNTY WEBSITE (IN INTRANET SECTION/EMPLOYEE RESOURCES/RISK MANAGEMENT FORMS
[Treatment Authorization - Bloodborne Pathogen Exposure- Source Test](#)
[Treatment Authorization - Airborne Pathogen Exposure](#)
[Treatment Authorization - Bloodborne Pathogen Exposure](#)
[Treatment Authorization - Work Related Injury](#))
- GO TO EMERGENCY ROOM TRIAGE AREA
- ADVISE TRIAGE NURSE OF WORKERS' COMP. POTENTIAL
- PROVIDE WORKERS' COMP. BILLING INFORMATION (USE SOCIAL SECURITY NUMBER FOR INITIAL CLAIM NUMBER):
Ms. Gwen Gerisch
Hewitt Coleman & Associates, Inc.
P.O. Box 6528
Greenville, SC 29606
Tel: 864.240.5819; Fax: 864.233.2486, e-mail: ggerisch@hewittcoleman.com
- WHILE IN TREATMENT ROOM, HOSPITAL CLINICAL STAFF WILL ARRANGE FOR PHLEBOTOMIST TO PERFORM SPECIMEN DRAWING FOR BOTH DRUG/ALCOHOL TEST AND PHYSICIAN TREATMENT.