

Policy Regarding Auto Accident

1. Accident with minimal injury to you and the client

- a. If you are involved in an accident that does not require you and/or your client to be immediately transported by emergency staff to a hospital complete the following steps:
 - Check on the condition of your client and yourself. Call 911 to report the accident and relay your condition and the condition of others involved.
 - Call the client's family member.
 - Call your supervisor or Joseph Lindemon, Program manager at 443-801-9501 and inform them of what has happened.
 - Get the following information from the other driver(s) involved, including proof of insurance and license information.
 - Take photos of your car's damage and the damage to other vehicles. Take photo of other vehicles license plate if possible.
 - Check around for witnesses and if there are any, get their contact information.
 - If police are involved get badge number and name of first officer on the scene.
 - If medical staff arrives, seek medical treatment even if you feel ok. Shock can sometimes mask discomfort and you want to be safe.
 - Help medical staff provide medical attention to your client. If the client is refusing, advocate to the medical staff that trying to force medical intervention on our client may cause more harm than good. Make sure to relay to parent accurate information regarding how much medical treatment was provided to your client at the scene. Like you, our client may be in shock and not able to feel an injury. But, he or she must be monitored after the accident for signs of injury.
 - Complete an incident report form within 24 hours of the accident and scan and email or fax completed form to the office phredyall@aol.com or 410-526-0056.

2. Accident involving a need for immediate medical attention

- a. You and your client are our main priority in this situation. When it is possible, contact Joseph Lindemon, Program Manager, at 443-801-9501. He will support you from there.

- If you are ok but your client has suffered an injury, your priority is to be your client's advocate and help him or her understand what is going on around them. REMAINING CALM will help them do the same. When he or she is in good hands and calm, contact their parents and Joseph Lindemon at 443-801-9501. We will make arrangements to support you.
- There should be a visit from a police officer, when that happens, get his badge number and contact information.
- Let us know what the doctor has recommended for your treatment, such as time off, further follow up visits etc. This will be important for filing a Workers Compensation claim on your behalf.
- The Endless Options office staff will follow up with you. If you have any questions please call the office at 410-526-3637