



Sandstone Housing

6200 Seagull NE, Suite B

Albuquerque, NM 87109

Phone: 505-821-0193

Property Manager Workers' Compensation Procedure

- When an employee is injured on the job, the employee shall seek medical care as needed. The employee may choose the health care provider.
- The employee must fill out the "Notice of Accident Form" and the "Employee Accident Report" form. The Property Manager must sign and date the forms and give a copy to the employee.
- The Property Manager investigates the accident and fills out an "Employer Accident Report".
- The Property Manager notifies the Human Resource Manager of the injury immediately and sends a copy of the reports.
- The Human Resources Manager notifies insurer of the injury/accident. A claim number will be assigned to the employee.
- If the employee requires follow up medical care, they must provide the claim number to the health care provider.