

Job Aid

Injured on the Job?

Step	Action
1	If a medical emergency, seek immediate medical attention.
2	Contact your immediate supervisor. If unavailable, contact another supervisor or manager in your work area.
3	Document your injury by working with your supervisor to complete the Notice of Accident Form (attached)
4	Submit all medical bills, diagnosis, and/or modified work requirements related to the work injury via email to: Leave.Management@state.nm.us
5	Any medical information related to your injury will be kept confidential.