

Procedures for Reporting an Employee Injury

- ☞ **Notify Central Office of any accident involving injury of any employee as soon as you are aware of it.** If I am not available, let someone at the central office know about the injury so that they can notify our workers' compensation insurer. Employee injuries must be reported to our insurer on the date of injury in order for me to complete the Employee First Report of Injury which is sent to the State Board of Workers' Compensation.
- ☞ **If the employee is seriously injured and requires emergency medical treatment call an ambulance and notify the hospital that an injured employee is en-route.** Someone from the school should go with the employee. If the employee is not able to complete an accident report notify the central office of the injury immediately and complete the form as soon as possible.
- ☞ *If the injury is not an **emergency**, the employee and supervisor must complete the Employee Accident Report and send it to the central office the same day as the injury in order to be reported to our workers' compensation insurer. You may fax the report and then send the original by inter-office mail. If the report is incomplete, it will be sent back to you for completion. All blanks must be filled in. If the question does not apply give an explanation (example: Treating Physician: Employee chose not to see medical treatment at this time). Do not leave any blanks. Do not send the employee to the hospital unless it is an emergency situation. The physician will refer them to the hospital if necessary (example: the physician on the panel will refer the patient to the hospital for x-rays, etc.).*
- ☞ Have all witnesses complete a "Witness Statement" and send to me at central office.
- ☞ If medical treatment is needed, the employee **must** choose a physician from the approved Panel of Physicians. Treatment by other than an approved panel physician in a non-emergency situation is considered unauthorized and all medical charges will be the responsibility of the employee. In a true emergency situation, the nearest emergency location can be used, but only to the extent of the emergency. Follow-up treatment must be provided by an authorized panel physician.
- ☞ **If the employee is given a prescription by the physician, he/she must come to the central office to get a Preferred Medical Network card. The employee must present the yellow Preferred Medical Network Rx card at the time the prescription is presented to the pharmacy in order to have a prescription filled. We only have a limited supply of these cards. Each card has a unique number so they cannot be duplicated. Since supplies are limited, the employee must pick the card up from central office.**
- ☞ The employee has the right to choose a physician from the approved panel. Do not choose one for them.
- ☞ Encourage the employee to seek medical treatment from an approved panel physician at the time of the injury. In the event the employee chooses not to seek medical treatment until a later date, complete the Refusal of Physician's Care form and notify me immediately of the date medical treatment is received and the panel physician chosen. The Employee Accident Report form **must** be completed and sent to me **on the day the injury occurred even if the employee does not seek medical treatment.**
- ☞ Encourage the employee to schedule follow-up appointments or physical therapy after working hours if possible.
- ☞ A Physicians Authorization to Treat Employee form must be completed and given to the employee. The employee must present the form to the physician at the time of treatment. In order for Workers' Compensation to cover the cost of the injury, the physician must know it is a workers' compensation claim. *Sometimes the employee forgets to inform them.*
- ☞ **If the employee is absent from work due to their injury, I must be notified immediately. I need to know all dates of absence related to the work injury. The employee's absence may affect their salary. It is your responsibility to keep me informed.**

**For questions regarding workers' compensation please call
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