**Workers Compensation**

1. **Employee Injury Report**
2. The Employee Injury Report must be completed as soon as possible after the incident. Please include a complete description of the event (not acceptable: I slipped; I tripped; I fell; acceptable: I slipped on water which spilled on the floor; I tripped on uneven sidewalk; I fell while walking down the stairs).
3. Report must be signed by supervisor. A stamped signature must be initialed by the secretary.
4. **Injury Report must be emailed to Pamela Miller, Director of Payroll and Benefits, as soon as possible.**

**millerp@dearbornschools.org**

1. Office staff should review and investigate all injuries.
2. **Please report preventable incidents (water on the floor, icy walkways or parking lots, etc.) immediately to your building maintenance staff. This will minimize the potential for injury to others.**
3. **Authorization Report**
4. Authorization Report must be signed by Supervisor. If supervisor is not available, a stamped signature must be initialed by the secretary.
5. Must accompany employee to clinic. This form authorizes the clinic to treat the injury as a work place incident, with no payment needed from the injured employee. Treatment costs will be paid by the district workers compensation insurer. Employee should not give any personal health insurance information.
6. Employee may choose not to go to the clinic, or may choose to go to the clinic the following day, however**, initial clinic visit must be within 24 hours of injury**. This minimizes the risk of further injury. Please note, Concentra in Allen Park does not have evening hours of operation. Please refer to the list of Concentra Clinics with evening hours of operation. It is necessary that the employee inform medical staff of all injuries. Example: If the employee fell and sprained an ankle, immediately went to the clinic for treatment, and the next day realized another body part was injured, they must report that second injury immediately, and potentially return to the clinic.
7. **If injury is serious or life threatening, call 911**
8. **If employee is unconscious or suffered serious injury, call 911.**
9. Emergency room staff should be notified that the injury is work related, therefore, personal medical insurance information should not be provided to medical staff. Employee should inform hospital staff that they are a Dearborn Schools employee. The area hospitals know to contact the Business Office for workers compensation insurance information.
10. If the employee is seen in emergency, a follow up visit to the district workers compensation clinic should be made as soon as possible afterward. Employee should take any records from the emergency room, such as x-rays or other diagnostic tests, to the clinic. **Employee should not follow up with their person care physician.**
11. Any receipts for additional medical costs, such payment for prescriptions should be sent to the Business Office for submission to our workers compensation insurer for reimbursement. A receipt for a prescription must include the employee’s name and address, the name of medication prescribed, amount paid and the prescribing doctor’s name.
12. **Work Restrictions** – If the employee is placed on work restrictions, their supervisor must review and determine if there is work available within those restrictions. If so, the employee is to report to work. If work is not available within restrictions, or if the clinic physician has taken the employee off work, employee is to remain home until restrictions are modified or lifted and there is work available. Work restrictions allow the employee to recover, and help to avoid further injury.
13. Employee must continue to treat with Concentra and must follow physician’s instructions, including physical therapy, until the doctor discharges the employee from medical care. Employee must continue to follow up at the clinic, even if the injury is completely healed. This is necessary so the insurance company can close the case.
14. **Follow up clinic appointments, referrals, physical therapy sessions, etc. should be scheduled before or after the employee’s regular work schedule. Any time off for such appointments will be charged to sick time.**
15. If employee continues to have issues relating to the injury after being discharged by the clinic physician, the employee has the right to return to the clinic for a follow-up visit. However, this should be done within a week or two of discharge. If pain or symptoms persist, employee should not wait weeks or months before returning to the clinic.
16. Employee may choose to treat with their personal care physician 28 days after injury. Notice to the Business Office is required prior to the first PCP visit.
17. Workers Compensation benefits are for Dearborn Public Schools employees only. If the injured person receives their pay check from Dearborn Public Schools, they are an employee. If the injured person is a contracted substitute hired through AESOP, please give them the PESG injury Report. AESOP staff must follow PESG procedures. If a visitor is injured (parent, grand parent, etc.), please fill out the MAISL injury report. **If the incorrect report is filed, you will be required** **to complete the correct form. This is for legal purposes.** Please contact the Business Office if there are any questions.

Business Services: Updated 11/06/2017