

## VAN VLECK ISD

### PROCEDURE FOR ON THE THE JOB INJURIES

1. Notify your supervisor and the school nurse of any on the job injury. **Injuries must be reported within 30 days of the injury.**
2. Complete an ***Employee Injury Report*** with the assistance of school nurse, Lyndee Owen, RN and/or the VVUSD Medical Services Team. VVUSD Medical Services Team will assess the injury, notify Pat Hackworth @ Admin Office and send the report to her. **PLEASE NOTE: Athletic Trainers on site are not school employees and are not part of the district's reporting process.**
3. Pat Hackworth will notify our workers compensation carrier (Claims Administrative Services), initiate the claim and send a Workers Compensation Information Packet to the injured employee.
4. If a **non-emergency** medical appointment is necessary, please work with the school nurse/medical services team or Pat Hackworth to schedule an appointment with Matagorda Wellness (877-977-3319) or Medical Arts Clinic (979-245-5721), our preferred providers.
5. If you prefer to use your personal physician, please specify that you were **INJURED ON THE JOB** and have them call Pat Hackworth, VVUSD Admin Office for verification: 979-245-8518 or 979-323-5006. **Do not file with your personal insurance.**
6. If medical EMERGENCY, proceed to Matagorda Regional Hospital Emergency Room and advise that this is a work related injury.
7. Complete absence from duty report for the days missed due to the injury, indicating that the absence is "work related".
- 8 Respond in a timely manner to correspondence received from the claim's adjuster assigned to your claim and present any status reports to Pat.

**If you have any questions, please call me at 979-323-5006 or email: [phackworth@vvisd.org](mailto:phackworth@vvisd.org)**