

Workers Compensation Process

Definitions:	
EBA-Workers Compensation	<ul style="list-style-type: none"> ADOPTED- July 25, 2016 REVISED- December 7, 2020 Policy
Information for Injured Employee	<ul style="list-style-type: none"> English, Spanish
Workers Compensation Agent	<ul style="list-style-type: none"> Classified Employment Specialist

Flow Chart or Steps	
Injured Employee	<ul style="list-style-type: none"> Call the On Call Nurse for injury care directions. If the injury is an emergency, the employee may seek treatment immediately. On Call Nurse Instructions, Workflow Fill out Incident Report and turn in to your immediate supervisor Incident Report English, Spanish Obtain Treatment <ol style="list-style-type: none"> Xpress Wellness Urgent Care 445 W 15th St, Liberal, KS 67901 (620) 417-9012 Southwest Family Medicine 102 E 11th St, Liberal, KS 67901 (620) 624-2565 Turn in any bills or medical documentation to Workers Compensation Agent
Witnesses to Incident	<ul style="list-style-type: none"> Fill out Witness Report and turn in to your immediate supervisor Eyewitness Report English, Spanish

Supervisor	<ul style="list-style-type: none">• Fill out Supervisor Report• Collect employee Injury Report and Eyewitness Report• Turn in all three reports to the Workers Compensation Agent
Workers Compensation Agent/HR	<ul style="list-style-type: none">• Track injury and employee status• Communicate with employee's supervisor on employee work status