

SHELBYVILLE CENTRAL SCHOOLS REPORTING PROCEDURES

WORKER'S COMPENSATION CLAIMS

1. Immediately following any accident resulting in employee injury, complete the **First Report of Injury, FROI**, and email to Julie Phelps, jrphehelps@shelbycs.org. **The FROI must be received within 24 hours of injury.** (The Employee and Occurrence/Treatment information must be completed in full). You may leave the "Hire Date" and "Wage Information" blank.
2. REPORT the incident immediately to Julie Phelps at jrphehelps@shelbycs.org or fax 317-392-5737.
3. If medical treatment is required, direct your injured worker to your Physician Panel (**Priority Care: 30 W. Rampart St, Suite 250, Shelbyville, IN 46176**).
4. Only if the injury is a true **EMERGENCY** should an injured worker go to the Emergency Room.
5. Submit physician's work release & physical capabilities, as well as subsequent doctor's visits to the Administration Office via one of these methods:
Email: jrphehelps@shelbycs.org
Fax: 317-392-5737
6. Should you have questions, please contact any of the following:
Julie Phelps, jrphehelps@shelbycs.org or at ext. 1261
Michelle Babcock, mlbabcock@shelbycs.org or at ext. 1254