

**WORK COMP PROCEDURE**  
**U.S.D. #416**  
**LOUISBURG, KS 66053**

**When an accident occurs:**

- **Call 911 for emergency care/First Aid/School Nurse**
- **Non-emergency care patients/First Aid/School Nurse**

- **Employee seeking treatment goes to:**

**Concentra**

***15430 S. Rogers Road  
Olathe, KS  
913-495-9905***

**OR AFTER HOURS TO:**

**Overland Park Regional Medical**

***10500 Quivira Rd.  
Overland Park, KS  
913-541-5000***

Complete notification of accident form and send to Human Resources at the USD 416 Board of Education office within 3 days.

Please telephone Kristin Copeland at the Board of Education office to report all accidents (913) 837-1700. If Kristin is not available, please talk to Katy Delmez or Jennifer Yoder.

If you are injured on the job—notify your supervisor immediately. Your claim may be denied if you fail to tell USD#416 within 10 days of the injury.

**A return to work summary is required from each doctor visit.**