



---

## Calling EMC On-Call Nurse

---

### REPORTING A WORK RELATED ILLNESS OR INJURY

1. Call “On-Call Nurse” **with injured employee** at: **844-322-4668**
2. Give your information and school address
3. The nurse will ask if the injured was a **direct employee** or contractor, what happened in the accident, and where the employee was injured
4. Next, they will ask to speak with the employee
5. The employee will be asked their address, phone number, **employee ID (this can be located on employee portal)**, date and time of incident, and how long they’ve worked for the district
6. The nurse will then go into more detail about the injury, and ask the employee to do certain movements to check for pain
7. The employee will then be referred to a primary care provider and the employee will need to schedule the appointment if one is necessary
8. Human Resources will then be sent a report on the incident and the claim will be filed

**NEW\*** Before employees return to work they will be scheduled a time to come to Central Office and complete a “Returning to Work After an Injury” training. There is also a “Slips, Trips, and Falls” training depending on the injury.

Please contact the **Human Resources Department** for all workers compensation questions at 620-604-1000.