



Workers' Compensation- Employee Step-By-Step

REPORTING A WORK RELATED ILLNESS OR INJURY

Notice to Employees: A safe working environment is our number one priority. Should you become injured or ill as a result of your job or your work as a volunteer with the District, we want you to receive quality medical treatment. The steps below should be followed when reporting a work related injury or illness:

1. **Report your injury to your immediate supervisor.** You and your supervisor will then call the EMC on-call nurse, 844-322-4668.
2. **Obtain treatment.** Unless you have a **Pre-designation of Personal Physician Form** on file with the District prior to your illness or injury, you will be directed to report to one of the District's approved facilities. You **must** be treated by a physician within the District's Medical Provider Network. All bills will need to be submitted to the Director of Human Resources so they can be sent to the claims adjuster.
3. **Work status.** After your visit, the physician will provide you with a work status report. Please provide a copy to your supervisor. If the physician determines you may return to work with restrictions, you will need approval from the Director of Human Resources.
4. **Supervisor's role.** Your supervisor will call the EMC on-call nurse with you present, and the claim will be submitted. Claim documents will be sent to the Director of Human Resources. .
5. **Worker's Compensation** for USD 480 is reported to EMC Insurance
6. **A claims examiner** from EMC will contact you regarding your claim.

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.