

# How to Handle a Work-Related Injury

*If you suffer a work-related injury, please:*

1. Notify your supervisor **immediately**. You will ALSO need to report your injury within 24 hours to ASBA at 1-855-769-7900 Monday-Friday 7am-4:30pm or 24/7 at [www.arsba.org/home/wcform1/](http://www.arsba.org/home/wcform1/).
2. If required, you will be given medical care at Med-Express located on 2890 N. College Avenue in Fayetteville, AR. **ASBA staff will send the authorization for you when you call them to report your injury.**
3. As soon as possible, notify HR at 479-973-8621 that you have reported an injury with ASBA. You will be required to fill out a Form N. **Only once this is done is your injury report considered complete.**

*Please note:*

- If you have a life-threatening emergency, please call 911 or go to the nearest hospital Emergency Room. Med-Express will take over your care once you are released from the hospital.
- For injuries requiring medical attention, the district will exercise its right to designate the initial treating physician. If you see a physician other than one designated by FPS, you could be required to pay the bill personally. **Unless you are going to the Emergency Room, do not see a physician without an authorization from ASBA.**
- If Med-Express gives you a prescription, you will need to call ASBA staff at the number listed above to receive prescription filling instructions.
- Please refer to Policy 4151 section VII for leave information.