

Instructions for the Work-Related Injured or Ill Employee

What do I do if I have a work-related injury or illness which is not severe enough to require medical attention?

Call the OnCall Nurse 24-Hour Work Injury Nurse Hotline at (844) 322-4668 immediately to report the injury or illness. The OnCall Nurse will coordinate the scheduling of your medical appointment with the Workers' Compensation Coordinator. Also notify your immediate supervisor immediately.

What do I do if I have a work-related injury or illness which is not severe enough to require medical attention by a physician or hospital?

Call the OnCall Nurse 24-Hour Work Injury Nurse Hotline at (844) 322-4668 within 24 hours of the incident to report the injury or illness. You must also notify your immediate supervisor. If medical problems should develop later, notify your supervisor and proceed as you would for a work-related injury/illness requiring immediate attention.

Who pays for the medical treatment?

The District's Workers' Compensation insurer pays for all medical bills relating to a work-related injury/illness that were incurred through the OnCall Nurse 24-Hour Work Injury Nurse Hotline protocol.

Do not use your Group Health Insurance Card if the injury/illness was sustained while working or acting in an official capacity for the District.

What happens if I lose work time due to the injury/illness?

If you do lose time due to the work-related injury/illness, you have the option of receiving full pay in the form of any benefit paid by the workers' compensation insurance carrier supplemented by use of your available Personal Illness leave, or preserving your Personal Illness leave and receiving only the compensation benefit paid by the insurance carrier, which is a percentage of your regular salary. (NOTE: If you are injured as a result of student violence, you will receive full pay for any lost work time, with no deduction of Personal Illness leave.) You are to complete Form A, Loss of Work Time Benefits, indicating which compensation option is preferred, even if you have not lost work time.

The District is required by OSHA to maintain records of all work-related injuries/illnesses, including records of any lost work time or time during which your duties were restricted or modified.

What should I do if I am dissatisfied with the medical care I am receiving from the designated physician or designated treatment facility?

An employee does have the right to contest employer's choice of physician if dissatisfied with the medical care being provided. The employee should communicate such dissatisfaction in writing to the District's Workers' Compensation Coordinator, who will in turn notify the employee as to the procedure to be followed to resolve the situation.

What should I do if I still have questions or concerns?

Contact the District's Workers' Compensation Coordinator at (515) 574-5595.

NOTE: If your injury/illness required treatment by the designated physician or hospital, a written release from the attending physician is required before you may return to work.