



WORKERS' COMPENSATION

TO: All Employees
FROM: Cindy Hartline, Human Resources Specialist
DATE: July 24, 2019

Noblesville Schools is committed to working with our employees to provide a safe work place. It is our policy that employees should report unsafe actions and conditions to their supervisors. We all play an equal part in the overall health and safety of the employees in our corporation. It is important that all employees follow safety rules and are aware of their surroundings.

Workers' Compensation Insurance covers all employees of the Corporation. If an employee is injured while on the job, s/he shall immediately notify his/her supervisor, school nurse or building administrator. If the injury occurred on a school bus, the bus driver shall notify the Transportation Director and/or the person designated by the Director. Timely reporting of the accident/injury will assist us in making sure that you receive the proper medical attention and that your claim is promptly reported to the workers' compensation insurer for Noblesville Schools.

For work related accidents and/or injuries, Indiana Code 22-3-3-4 grants the employer or their workers' compensation insurer the right to direct medical care including selecting the care provider. However, in an emergency, the injured employee will be sent to the nearest possible treatment facility, with follow-up treatment chosen by the employer/workers' compensation insurer.

An employee should only go to the Emergency Room in the case of an extreme medical emergency. The Employee Health Clinic is NOT to be used for work-related injuries. Use of unauthorized providers, including your own physician, may result in charges not covered by Worker's Compensation.

To assist in preventing future employee accidents and injuries, Noblesville Schools will be thoroughly investigating all employee injuries. A full description of the activity will be obtained to determine how to prevent a reoccurrence, which will include implementing corrective measures.

Thank you for your assistance and cooperation. We look forward to working with everyone to provide the safest possible learning environment for our students and staff.

If you have any questions regarding workers' compensation, don't hesitate to contact The Human Resources Specialist at 317-773-3171 x10204.

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ACCIDENT/INJURY REPORTING PROCEDURES

1. Notify the school nurse and administrator of the injury immediately/the day the incident occurs. If medical treatment is required, the employee shall only use approved providers. Most care will be coordinated through Riverview Health WorkMed Occupational Health Services.

WorkMed Occupational Health

865 Westfield Road, Suite D
Noblesville, IN 46062
(317) 776-3851
(in the medical building West of Bowl 32).
Hours: M-F 8:00 a.m. to 4:30 p.m.
Closed daily 12:30 to 1 p.m.

2. The nurse or administrator will fill out the Indiana Workers' Compensation First Report of Employee Injury, Illness Form (State Form 34401) the day the injury occurs. The form can be obtained at the nurse's office in all buildings or on the website under the Human Resources tab/forms/misc. The nursing staff will fax a copy of the report to the Human Resources Specialist (317-773-5753) as soon as it is completed. The original form, with the Administrator's signature, should be sent via pony mail to the Human Resources Specialist.
3. A copy of the First Report of Employee Injury, Illness Form shall be given to the employee to take to Riverview WorkMed. This serves as proof of employment by Noblesville Schools in order to be treated by Riverview WorkMed.
4. A school Administrator should complete an Accident Investigation Form within **forty-eight (48) hours** of the incident and forward to the Human Resources Specialist. This form can be found on the website under the Human Resources tab/forms/misc.
5. It is the responsibility of the employee to forward all injury care reports and receipts to the Human Resources Specialist no later than the day after the care is given.
6. It is the responsibility of the employee to immediately inform his/her supervisor of any restrictions to his/her regular work duties. The employee will communicate regularly with his/her supervisor regarding medical status and any changes in status, particularly with regards to job limitations and a return to work plan.
7. If an employee receives care for a work-related injury from an unauthorized provider without prior approval, he/she may be responsible for the resulting charges.
8. The employee is expected to comply with the treatment recommendations of the practitioner.