

# **WORKERS' COMPENSATION**

## **ACCIDENT REPORTING GUIDE**

### **STEP-BY-STEP INSTRUCTIONS FOR REPORTING EMPLOYEE INJURIES**

This guide is intended to provide a process for timely and accurate reporting of all employee accidents or injuries for workers' compensation purposes. Each building principal and operation supervisors are responsible for the proper reporting of all accidents in their respective building or department.

**All questions may be directed to the Human Resources Department:**

**Main number: 317-789-3704/317-789-3786**

**Primary Contact: Kelly Duke/Suzie Kent**

**Main Email: [workcomp@perryschools.org](mailto:workcomp@perryschools.org)**

**ALL injuries must be reported by phone to the Paradigm Nursing Triage Line. The employee or supervisor no longer completes the First Report of Injury Forms.**

**24/7 Nurse Triage Phone Number:  
844-454-1143**

### **ACCIDENT REPORTING PROCEDURE FOR ALL BUILDINGS/ALL STAFF**

#### **Immediate Reporting:**

- The injured employee must call the Nurse Triage Line at 844-454-1143 for all injuries no later than the end of the work day when the injury occurred. If the employee cannot call because of the severity of the injury, the employee's supervisor or a witness may call the phone number.
- A Paradigm nurse will triage the phone call and recommend home care/self-treatment or recommend medical care at an approved Concentra clinic or direct the employee to an emergency/urgent care location. .
- Always call 911 for an emergency. The supervisor should contact HR immediately and HR can report the case to Paradigm if the employee or supervisor are unable to.
- Paradigm is available 24 hours a day, seven days a week. The employee will be given care instructions by the Paradigm nurse. Paradigm will contact the employee between 24 and 48 hours after the injury for an update and review worksite restrictions.
- Concentra will assist in scheduling medical appointments and worksite restrictions, if needed.
- If self-care is recommended and the employee determines at a later date they need medical care, Paradigm should be contacted so they can change the care level. Employees must use the Concentra clinic for all medical care.

#### **After the Injury:**

- HR will be sent the First Report of Injury Form from Paradigm. HR will communicate work site restrictions to the employee's supervisor as soon as we receive the treatment plan.
- HR will communicate with supervisors if any type of accommodation is needed as a result of an injury. Principals/Directors are encouraged to reach out to the injured employee to make sure they don't have questions or concerns.
- All follow up care will be triaged through Paradigm and our Workers' Compensation Carrier, JWF.
- Reach out to [workcomp@perryschools.org](mailto:workcomp@perryschools.org) with any questions or contact HR.

## APPROVED WORKERS' COMPENSATION CLINICS

All employees of Perry Township Schools who sustain an injury requiring basic medical attention need to see a physician at one of the following locations: **(do not go to your family physician as your claim will be denied)** - *your personal health insurance will not cover an injury sustained at work and workers' compensation will not cover initial medical expenses incurred at a location other than those listed below, without prior authorization*):

### WEEKDAY DAYTIME HOURS

**Monday - Friday 8:00 a.m. to 5:00p.m.**

Concentra – Greenwood location  
853 N. Emerson Avenue, Suite B  
Greenwood, IN 46143  
Phone: 317-886-0512  
Fax: 317-886-0514

### WEEKEND & EVENING HOURS

**24 Hours 7 Days a Week**

Concentra – Airport Indianapolis Southwest  
5940 Decatur Blvd  
Indianapolis, IN 46241  
Phone: 317-856-2945  
Fax: 317-856-5122

Concentra also has several other locations in the Indianapolis area, but most will be referred to as the Greenwood location during regular business hours.

**If an injury is serious or life-threatening, an ambulance should be called or transportation provided to the nearest emergency room. However, less-threatening incidents need to follow the guidelines above. Failure to do so may nullify workers' compensation coverage.**

# **ALL INJURIES SHOULD BE REPORTED TO THE PARADIGM NURSE TRIAGE LINE:**

**844-454-1143**

**The following positions are NOT covered by Perry Township Schools workers' compensation policy:**

Kelly Educational Staffing (substitutes)

Volunteers

Student Teachers

Parents

Students

Contracted Workers

If you have questions during regular work days/hours, don't hesitate to contact the HR department at 317-789-3704. If you have questions after hours, please contact 317-407-3919.