

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: Cathy Prosch/Suzie Kent

Main Email: 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 is unable to.
- Paradigm is available 24 hours a day, seven days a week. The Paradigm nurse will give the employee care instructions. Paradigm will contact the employee between 24 and 48 hours after the injury to provide 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 accommodation is needed as a result of an injury. Principals/Directors are encouraged to reach out to the injured employee to ensure they don't have any questions or concerns.
- All follow-up care will be triaged through Paradigm and our Workers' Compensation Carrier, JWF.
- Reach out to 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.