

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: 317-789-3994

Main Contact: Ashley Pumphrey

Main Email: workcomp@perryschools.org

The Accident/Injury Report Form can be found on the Workers' Compensation page on Perry Township Schools website at:

<http://www.perryschools.org/workers-compensation/>

(Click on Accident/Injury Report Form)

ACCIDENT REPORTING PROCEDURE FOR ALL BUILDINGS/ALL STAFF

Immediate Reporting:

- The injured employee must complete an Accident/Injury Report Form no later than the end of the work day when the injury occurred. If the employee is unable to fill out the report because the injury is severe, another employee, ideally the employee's supervisor or a witness, may complete the form.
 - The Accident/Injury Report Form can be found here:
<http://www.perryschools.org/workers-compensation/>
(Click on Accident/Injury Report Form)
- The employee or designated employee should provide the Accident/Injury Report Form to the building/department's designated Workers' Compensation Contact.
 - See page 4-5 for the building/department's main contact.
- The following tasks must be performed by the end of the workday by the administrator or building designee listed on page 4-5:
 - Call the HR office to report the injury: 317-789-3994
 - Fax (317-789-3799) or Scan (workcomp@perryschools.org) the Accident/Injury Report Form to the HR office.
 - If the employee requires medical attention, provide him or her with the approved Medical Provider List on page 3.

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: **(please do not go to your family physician)** - *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):*

DAYTIME HOURS

Monday - Friday 7:00a.m. to 7:00p.m.

Franciscan Working Well Greenwood
747 E. County Line Road
Greenwood, IN
317-528-8009

EVENING HOURS

Monday - Friday 7:00p.m. to 11:00p.m.

Franciscan ExpressCare Greenwood
1001 N. Madison Ave.
Greenwood, IN
317-888-3508

ONLY OUTSIDE OF THE DAYTIME AND EVENING HOURS LISTED ABOVE

24 hours

Franciscan Emergency Room Indianapolis
8111 S. Emerson Ave.
Indianapolis, IN
317-528-5000

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.

**PRINCIPAL OR DESIGNATED CONTACT FOR
WORKERS' COMPENSATION INJURIES**

Abraham Lincoln Elementary	Jamie Ader
Clinton Young Elementary	Kim Cross
Douglas MacArthur Elementary	Star Hardimon
Douglas MacArthur Kindergarten	Nicole Jewell
Glenns Valley Elementary	David Rohl
Henry Burkhart Elementary	Kristy Graebner
Homecroft Elementary	Karen Smith
Homecroft Kindergarten	Jennifer Pleak
Jeremiah Gray Elementary	Doug Smith
Jeremiah Gray Kindergarten	Lora Hansell
Mary Bryan Elementary	Jack Heath
Rosa Parks Elementary	Cyndi Lynch
Rosa Parks Kindergarten	Blair Schneider
Southport Elementary	Lauren Austin-Long
Winchester Village Elementary	Arian Bostic
Perry Meridian 6th Grade	Jodi Fink
Perry Meridian Middle	Jon Romine
Perry Meridian High	Sarah Brewer
PTEC Pre-School	Ann Holtzman
Southport 6th Grade	Jodi Fink
Southport Middle	Kelly Barnhart
Southport High	Andy Ashcraft
JWR	Jacinda Bryant
Compass	Jennifer Brehob

WORKERS' COMPENSATION DESIGNEE FOR OTHER AREAS

Police	Dave Stalcup
PTEC	Ashley Pumphrey
Service Center/Grounds	Shelli Layman
Transportation	Marty McIntyre
Custodial	Tom Warner
Child Nutrition*	Tresa Henschen

**Child Nutrition employees are to report an injury to the onsite Child Nutrition Manager. The onsite Manager will send the report to Tresa.*

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

Kelly Educational Staffing (substitutes)

Volunteers

Student Teachers

Parents

Students

Contracted Workers

For questions during regular work days/hours, please contact the HR department at 317-789-3994. For questions after hours, please contact 317-407-3919.