

# **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: 317-789-3704/317-789-3723**

**Main Contact: Nancy Meltabarger/Becky Walters**

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

**Effective 3/1/2022, ALL injuries must be reported by a phone call to the Paradigm Nursing Triage Line. First Report of Injury Forms are no longer completed by the employee or the supervisor.**

**24/7 Nurse Triage Phone Number:**

**833-454-1143**

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

#### **Immediate Reporting:**

- The injured employee must call the Nurse Triage Line at 833-454-1143 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 direct the employee to an approved clinic location (Working Well), home care/self-treatment or urgent/emergency care.
- Always call 911 for an emergency
- Paradigm is available 24 hours a day, seven days a week. The employee will be given care instructions by the Paradigm nurse. If directed to the Working Well Clinic or Emergency Room, Paradigm will contact the employee between 24 and 48 hours after the injury for an update, review worksite restrictions and assist in scheduling additional medical appointments, if needed.

#### **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 there is a need to repair or fix an area 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: **(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, without prior authorization):*

### WEEKDAY DAYTIME HOURS

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

Franciscan Working Well Greenwood  
747 E. County Line Road  
Greenwood, IN 46143  
317-528-8009

### WEEKEND HOURS

**Saturday & Sunday 10:00 a.m. to 6 p.m.**

Franciscan ExpressCare Stones Crossing  
1703 W. Stones Crossing  
Greenwood, IN 46143  
317-528-2141

### ONLY OUTSIDE OF THE 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.**

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

**833-454-1143**

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

Abraham Lincoln Elementary	Jamie Ader
Clinton Young Elementary	Viviana Torres/David Henriott
Douglas MacArthur Elementary	Bethany Peterson-Gibson
Douglas MacArthur Kindergarten	Nicole Jewell
Glenns Valley Elementary	David Rohl
Henry Burkhart Elementary	Kristy Graebner
Homecroft Elementary	Megan Alavez/Karen Stanley
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	Angela Swails
Southport Elementary	Kim Witkemper/Rosie Duselis
Winchester Village Elementary	Anthony Osborne
Perry Meridian 6th Grade	Jodi Fink
Perry Meridian Middle	Jon Amones
Perry Meridian High	Sarah Brewer
PTEC Pre-School	Ann Holtzman
Southport 6th Grade	Patty Hagenmaier
Southport Middle	Kelly Barnhart
Southport High	Alicia Tasker
JWR	Joe Shelburn
Compass	Tim Lovejoy

**WORKERS' COMPENSATION DESIGNEE FOR OTHER AREAS**

Police	Dave Stalcup
PTEC	Nancy Meltabarger
Service Center/Grounds	Alexis Mapes
Transportation	Marty McIntyre
Custodial	Susie Bandy
Child Nutrition*	Tresa Henschen

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

**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 317-789-3704. For questions after hours, please contact 317-407-3919.