

# Joplin Schools Human Resources Department

## WORKER'S COMPENSATION INJURY REPORTING PROCEDURES FOR EMPLOYEE

**In emergency situations warranting immediate medical attention, call 911!**

**STEP 1 (Non-emergency)** Employee reports injury *immediately* to supervisor. Even if the injury doesn't appear to need medical attention, it still must be documented.

**Injuries occurring after business hours:**

- Employee should contact their immediate supervisor, who will contact the HR Director.
- If the employee's immediate supervisor is not available, the employee will contact the HR Director at 417-684-0591.

**STEP 2** Employee will complete the "Employee Incident/Injury Report" form and other documentation located on Joplin Schools Staff page under Work Place Injury.

**STEP 3** Employee will contact HR Representative listed below to report claim.

- If medical treatment is declined at the time of injury, the employee will sign the "Work Comp Declination of Medical Treatment" form.

**STEP 4** The HR Representative and injured employee will call to report claim and contact nurse triage for additional instructions. The injured employee should call from a private area as personal information will be discussed.

- If medical treatment is needed, the employee will receive additional instructions from HR.
  - *All employees treated for workplace injuries will be tested for non-prescribed controlled substances or alcohol. Refusal to submit to the test will result in the loss of benefits.*

Please note the triage Nurse will follow up with injured worker regardless of need for medical attention.

**EMPLOYEES WHO SEEK MEDICAL SERVICES FOR INJURIES ON THEIR OWN WILL BE RESPONSIBLE FOR PAYMENT.**

HR Representative  
Becki England  
417-625-5200, ext. 2001

HR Director  
Justin Crawford  
417-625-5200, ext. 2009

### IMPORTANT INFORMATION

**Return to work** – Joplin Schools provides early and safe return to work opportunities for employees who experience work-related injuries. Modified work is available (regardless of our normal job duties) and you are to instruct the doctor of this. If your injury permits, you will be expected to return to work in accordance with the doctor's restrictions for you.

**Your Responsibility** – You will be expected to take an active role in your care and treatment and go to all of your follow up appointments. Please notify HR of the results of your appointment and changes in your care and progress, either in person or by phone. The number is 417-625-5200, ext. 2001.