

## **Workers Compensation Frequently Asked Questions**

### **What do I do if any employee is injured and wants medical treatment?**

Send them to one of the district's designated providers:

**WorkMed** 2075 N. University, Layton 801-776-4444; 1355 W. Hinckley Dr. Ogden 801-387-6150

**CareNow** (formerly FirstMed) – 1512 S. 300 W., Bountiful 801-387-6150

Direct the employee to fill out the attached 122E State reporting form – by completing the Occurrence and Treatment sections. Forward the completed Form 122E to Dan Terpstra or Marilyn Barnes in Risk Management via email or fax. Contact info is on top of the Form.

These clinics handle a wide range of injuries. However, **if it is a life-threatening injury, call 911**. Serious injuries that do not warrant a 911 call can be directed to the nearest hospital.

For urgent treatment after hours (after 6pm and weekends) direct the employee to InstaCare.

### **What if the employee does not want treatment?**

Employees are not required to be seen for an injury-it is always the employee's choice to have treatment or not. If a minor injury occurs and the employee chooses not to seek medical attention, they may do so. Just have them complete the Form 122E, mark No Medical Treatment and forward to Risk Management.

### **What happens after I send the claims information to Risk Management?**

If the employee has sought professional medical treatment, a formal claim will be initiated and the workers compensation team will work directly with the employee to help them through the claims process.

### **How long does an employee have to report an injury?**

District policy is all injuries are reported within 24 hours.

### **What other information do you need?**

Always let us know if the employee is off work or on light duty restrictions which preclude their working in the regular job setting. The district has a formal return to work program for these employees and will help coordinate a return-to-work.

### **Other Questions?**

Contact Dan Terpstra, Marilyn Barnes, or Scott Zigich in Risk Management.

Dan Terpstra 801-402-5317

Marilyn Barnes 801-402-5144

Scott Zigich 801-402-5307