

INSTRUCTIONS FOR HANDLING A WORK RELATED INJURY

Do I need Emergency – 911 Assistance? - YES

1. Contact 911
2. Have someone notify supervisor immediately.

The Supervisor is responsible for...

1. Notifying the Work Comp Coordinator immediately.

Do I need Emergency – 911 Assistance? - NO

1. Notify the Work Comp Coordinator, **ext. 8214** or **ext. 8243** immediately, of the injury.
2. **DO NOT proceed to any medical facility without instructions from the Work Comp Coordinator first.**

The Work Comp Coordinator will notify the appropriate facility that there's been an injury, type and seriousness of your injury, and other pertinent information that will allow medical personnel to be prepared for your arrival and enable you to receive priority treatment. Nurse triage will also be given by the medical facility to the Worker Comp Coordinator to eliminate further injury during your trip to the facility. This will all be completed in a matter of seconds and the wheels will be in motion to handle any injury no matter how slight or how serious.

THE TWO FACILITIES ESTABLISHED TO HANDLE WORK INJURIES ARE:

CHI Health Occupational Health Clinic
715 Harmony Street, Suite 201
Council Bluffs, Iowa
712-328-5550

Hours: 8:00 a.m. – 4:30 p.m. (weekdays)

CHI Health Mercy Hospital
800 Mercy Drive
Council Bluffs, Iowa
712-328-5230
24 Hour Service

For any treatment after regular clinic hours that should not wait until clinic hours the next day seek treatment at the following facility:

CHI Health Mercy Hospital Emergency Room
800 Mercy Drive
Council Bluffs, Iowa
712-328-5230
24 Hour Service

PLEASE NOTE

If you choose to be treated by any other medical treatment center and/or physician, you may not qualify for any worker's compensation insurance benefits and you may be responsible for all medical costs related to this incident. If you have any questions regarding this procedure, please call 366-8214.

WORKER COMPENSATION OFFICE
PHONE: 366-8202

I have received a copy of the “*Instructions for Handling a Work Related Injury*” revised **10/2/2008**, and understand the procedures to follow in the event of a work related injury. I also understand that if I have any questions or concerns regarding these procedures, I can call the Worker Compensation Coordinator for the school district, Julie Williams at 366-8202.

I also understand that after October 2, 2008, if I chose to be treated by any other medical treatment center and/or physician for a work related injury without following the procedures outlined in “*Instructions for Handling a Work Related Injury*” revised 10/2/08. I may not qualify for any worker’s compensation insurance benefits for that incident. I also understand I might be responsible for all medical costs related to the incident for which I received treatment.

(Date)

(Printed Name)

(Employee Signature)

NOTE: Please print, sign, and date then return white sheet to Julie Williams at ERC, acknowledging the changes in providers. Thank you