



EMPLOYEE

What to Do to if You are Injured at Work

Phone: (651) 457 - 9473

Fax: (651) 457 - 9485

www.sspps.org

Report the incident immediately to your supervisor/health office and follow these steps:

1. For emergencies, supervisors/health office staff will call 911
2. For non-emergency situations, call the SFM Work Injury Hotline at **855-675-3501** (available 24 hours/day, 7 days/week).
3. During business hours (M-F, 7:00-4:00), you will be prompted to choose:
 - Option 1 – use this option to report incident only (no medical treatment needed)
 - Option 2 – use this option if unsure if medical treatment is necessaryAfter business hours, a registered nurse will answer all calls
4. You will be asked to answer the following questions:
 - Your company name: South St. Paul Public Schools
 - Building location:
 - High School or Middle School, 700 North Second Street
 - Lincoln Center, 357 9th Avenue North
 - Kaposia, 1225 First Avenue South
 - Community Learning Center, 710 19th Avenue North
 - Family Ed Center, 104 5th Avenue South
 - District Office, 104 5th Avenue South
 - Describe the incident to complete a First Report of Injury Form.
3. For option 2 calls, a registered nurse will ask questions to determine if medical treatment is recommended and direct you to visit a designated clinic, if necessary (listed below).
 - Allina Health Clinic, 5565 Blaine Avenue, Inver Grove Heights
 - HealthPartners, 205 Wabasha Street South, St. Paul
 - MN Occupational Health, 1400 Corporate Center Curve #200, Eagan

If Medical Attention is Necessary

- Obtain a Workability Report (doctor's note) at each clinic visit. You must submit a Workability Report to your supervisor within 24 hours of each visit.
- If the health care provider indicates you have work restrictions, your supervisor will review your Workability Report with Human Resources to determine if your restrictions can be accommodated.
- If the health care provider indicates you are unable to work, you must communicate with your supervisor.

Workers' Compensation Insurance Company

The school district's workers' compensation insurance carrier is:

SFM Mutual Insurance
P.O. Box 9416
Minneapolis, MN 55440-9416
952-838-4200

Questions

Contact Linda King, Human Resources, lking@sspps.org, 651-457-9409, 651-457-9485 (fax)