

ATTENTION ALL EMPLOYEES

USD #250 PITTBURG COMMUNITY SCHOOLS

**Workers' Compensation Medical Treatment Process
EFFECTIVE APRIL 20, 2012**

IF YOU ARE INJURED AT WORK, YOU MUST IMMEDIATELY REPORT THE INCIDENT TO YOUR SUPERVISOR.

The following medical facilities are the designated workers' compensation treatment centers.

If you need medical treatment due to a work related injury or illness, seek treatment at:

- Occupational Health @ Via Christi Hospital during the hours of 8:00 a.m. – 4:30 p.m. (620) 235-3514
- The building secretary, nurse or building leader should notify Occupational Health of the employee's intention to seek care. You should also email or call Lita Biggs to report the incident.

For a serious injury or illness (or any treatment that should not wait until clinic hours the next day) seek treatment at:

- Quick Care @ Via Christi Hospital during the hours of 4:30 p.m. – 8:00 p.m. (620) 235-7845
- Emergency Room @ Via Christi Hospital during the hours of 8:00 p.m. – 8:00 a.m. (620) 232-0123

PLEASE NOTE

IF YOU CHOOSE TO BE TREATED BY ANY OTHER MEDICAL FACILITY AND/OR PHYSICIAN AFTER APRIL 20, 2012, YOU MAY NOT QUALIFY FOR ANY WORKERS' COMPENSATION INSURANCE BENEFITS AND YOU MAY BE RESPONSIBLE FOR ALL MEDICAL COSTS RELATED TO THIS INCIDENT. THIS IS IN ACCORDANCE WITH YOU STATE'S WORKERS COMPENSATION STATUTE.

If you have any questions regarding this procedure, please contact Lita Biggs at (620) 235-3102 or lbiggs@usd250.org.