

Best Practices for completing the MISD Employee Report of Injury Packet



Report your injury

- ✓ All on-the-job incidents and injuries must be reported to the employee's supervisor immediately even if the employee will not need medical attention or need to be off work.

Complete the required documentation

- ✓ Along with the supervisor, the employee must complete the Employee Report of Injury Incident form. The employee and supervisor will sign the form.
 - **Note:** If the employee is not able to complete the form for any reason, the supervisor must complete the form with as much information as possible. A supplemental form can be completed and submitted when the employee is able to complete the form.
 - **Note:** The MISD Employee Report of Injury Packet is available in two options:
 - Campus/Department Secretaries have hard copies available.
 - Online packets are accessible at magnoliaisd.org as follows:
 - Departments
 - Risk Management
 - Risk Management and Workers Compensation
- ✓ A copy of the completed Employee Report of Injury Incident form must be sent to Stephanie Skinner.

If you need to go to the doctor

- ✓ If necessary, obtain medical attention. Our carrier has a non-network policy/choice aspect. If medical attention is required, the employee should seek care from a medical provider of their choice who accepts workers' compensation insurance. Most urgent care centers accept workers' compensation insurance.
- ✓ Employees with severe injuries should proceed to an emergency room for treatment.

After you go to the doctor

- ✓ All paperwork received by the injured employee after each visit to a medical provider should be promptly forwarded to Stephanie Skinner, most importantly the Texas Workers' Compensation Work Status Report (DWC Form 73).

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