

ISD 728

Workplace Injury Checklist

- Notify your **supervisor, administrator, and/or coordinator immediately.**
- Call the **SFM Work Injury Hotline: 1-855-675-3501**
[Call *911* for life-threatening emergencies]

NOTE 1: You DO NOT need to fill out an accident form. The hotline nurse will do it for you.

NOTE 2: If you need to seek medical attention immediately, call the hotline as soon as you can do so.

- If you seek **medical treatment:**

ISD 728's preferred medical providers are:

<p><u>M Health Fairview Clinic – Rogers</u> 14040 Northdale Blvd Rogers, MN 55374 www.mhealthfairview.org</p> <p>Call (763) 488-4100 for information and/or to schedule an appointment.</p>	<p><u>M Health Fairview Clinic – Elk River</u> 290 Main St NW Elk River, MN 55330 www.mhealthfairview.org</p> <p>Call (763) 241-5800 for information and/or to schedule an appointment</p>	<p><u>M Health Fairview Clinic – Princeton</u> 919 Northland Dr. Princeton, MN 55371 www.mhealthfairview.org</p> <p>Call (763) 389-3344 for information and/or to schedule an appointment.</p>
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At the doctor's office:

- Tell them you were injured at work, and you are employed by ISD 728.
- Inform the medical provider that ISD 728 has **light duty work** available.
- Get a **workability report** from the clinic before you leave.
- Give a copy of the workability report immediately to **your supervisor, administrator and/or coordinator, as well as to:**

Amy Jorgenson

ISD 728 District Service Center

Email: amy.jorgenson@isd728.org

Phone: 763-241-3413

Fax: 763-274-3199

- Follow all instructions from the medical provider, including physical restrictions both at work and at home.
 - Attend follow up and/or treatment appointments as instructed, and **continue to provide updated workability reports.**
- Maintain good communication with all parties throughout the recovery process.
 - Ask questions if you need help.
 - If there is any problem accommodating your restrictions within your job, contact Laura Masley for assistance at 763-241-3400 x 1370