

Workers Compensation Injury Reporting

All personnel injured on the job who wish to seek care should report to Community Health Center of Southeast Kansas (CHC/SEK) for evaluation. The Workplace Health department is the district's designated physician for workers compensation claims. It is the right of the employee to refuse care, but ALL injured employees must fill out the forms, and if you refuse to seek care then indicate **'Report Only'** in the section for additional comments.

- The building secretary, nurse or building leader should notify Workplace Health of the employee's intention to seek care. You should also email or call Melissa Pennington to report the incident.
- Workplace Health @ CHC/SEK during the hours of 7:00 a.m. – 7:00 p.m. (620) 231-9873
- Emergency Room @ Ascension Via Christi during the hours of 7:00 p.m. – 7:00 a.m. (620) 232-0123

Failure to use the above providers and following these procedures could cause the employee to be responsible for unauthorized medical expenses related to their injury. Workers compensation will pay only \$500 in unauthorized medical expenses on injury claims. If appropriate documents are not filed with Workers Compensation within 20 days of the injury, care and expenses may be denied.

Injury Reporting Process

1. The supervisor or his/her designee is responsible for:

- Immediately contacting Melissa Pennington at (620) 235-3100 to report the injury AND contacting Workplace Health to schedule an appointment for the employee to be seen. Failure to notify both could delay treatment for the injured employee while Workplace Health is verifying that the injury is worker compensation related.
- Immediately completing the Supervisor's Accident Investigation Report AND providing a copy of the Witness Accident Statements to anyone they believe was an eye witness.
- Providing the injured employee with the Workers Compensation Reporting packet.
- **Ensuring that all necessary documents are provided to Melissa Pennington within 5 business days of the injury (Forms located on the district website). This will ensure timely care response.**
- Ensuring that the employee schedules a meeting or verbal conversation with Misty Russell prior to returning to regular duties if required to be on light duty or off duty for any amount of time.

2. The employee is responsible for:

- Notifying his/her supervisor or designee immediately when injured on the job.
- Keeping the scheduled appointment for evaluation at Workplace Health or other designated district facility.
- Completing and submitting the Report by Injured Employee form to Melissa Pennington, Director of Business Operations, at the Bevan Education building within 5 business days of the injury.
- Requesting that eye witnesses complete the Witness Accident statement.
- Scheduling a meeting with Melissa Pennington to discuss the injury and treatment plan prior to seeking care after the initial evaluation and/or to determine if you are able to return to regular duties.
- Keep Melissa Pennington informed at all stages of treatment and follow up treatment needs. Communication will ensure continued care until you achieve Maximum Medical Improvement and can return to regular duties.