



Dear Staff Member:

In conjunction with the priority we place on workplace safety and personal wellness, this packet is designed to assist you in obtaining appropriate treatment for workplace injury. Please review this information carefully and follow each step as prescribed. Your assistance is greatly appreciated and will result in a more complete and effective process for all involved.

Please see the enclosed page, PROCEDURES FOR TREATING WORK INJURIES, for additional information on the Priority One Health Center, as well as other, treatment specific, clinic options. It is important to note that no provider will treat your injury without the proper completed and signed authorization form. These forms are available at each work site and must be signed by your supervisor, nurse or building administrator. **Please be sure to take the signed authorization form to the clinic in order to receive treatment.**

All injuries require you to complete an on-line incident report no later than TWO days after your injury. Your school nurse or secretary will need to complete this report. You will also need to sign the form attached to this packet and return it to Carol Castro at the CAA (8200 W. 71st Street). It is important to understand that invoices related to your medical treatment cannot be paid without an incident report and this completed and signed form.

After your injury has been treated, you will be given a report that indicates any physical/work restrictions you may have, or a report that releases you to return to work without restrictions. The doctor's report serves as communication between the clinic and your employer. Therefore, **a copy of the doctor's report should be returned to your supervisor to make them aware of any restrictions. Another copy of this information must be submitted to the workers compensation office at Center for Academic Achievement (CAA).** The doctor's report also provides critical information for the payroll department should you need to be absent from work for an extended period of time.

Your injury will be reported to the State of Kansas. State law requires that you be adequately informed of your rights; therefore, you will receive communications from the Department of Labor, Division of Workers Compensation. Feel free to contact our office at (913) 993-6417 if you have questions or concerns.

On occasion, employees receive invoices at their homes for medical care required for their work injuries. Please understand that billing offices for medical providers do not always know who received the medical care. All they have is a name and no way of knowing if medical care had been provided for the employee, a spouse, or a child. Billing offices mail only **one** invoice each month, and they assume employees know where to forward these invoices for payment. **Please forward any received invoices to the workers compensation office at the CAA. If we do not receive invoices, the medical provider could begin collection procedures.**

Again, please take time to read the information in this packet, particularly WHAT YOU SHOULD KNOW ABOUT WORKERS COMPENSATION. If you have any questions, please contact me directly at (913) 993-6417. The district is contracted with a third-party administrative services firm, Thomas McGee, to provide additional support. If you would like to discuss your claim with our case manager, please contact Ellen Leroy at 816-843-4607. We are all available to assist you in any way possible.

Sincerely,
Jennifer Lumley
Human Resources – 913-993-6497

WHAT YOU SHOULD KNOW ABOUT WORKERS COMPENSATION

It is every staff member's responsibility to perform their responsibilities in a manner that prevents accidents and/or injuries to themselves and fellow employees. If you are aware of unsafe conditions, please immediately refer this information to your supervisor. Understanding accidents do occur, all staff must be aware of school district policy and Kansas statutes concerning workers' compensation. **All injuries should be immediately communicated to a supervisor.**

Kansas statutes control workers compensation coverage, and benefits are subject to legislative changes. **The state statutes require employees to report their work injuries within 20 days.** An injury is covered according to the rules in force during the fiscal year in which the injury occurred. Therefore, an individual who is injured on the job on June 30 might receive a different weekly workers compensation benefit for lost wages than an individual injured on July 1. During this school year, July 1, 2023 through June 30, 2024 an injured employee is entitled to a weekly amount of 66-2/3% of his/her average wage up to a maximum of \$804.00 to offset lost wages. If the injury results in permanent disability, the Kansas Compensation law provides for additional benefits. An injured employee is entitled to all medical services reasonably necessary to cure and relieve the employee from the effects of the injury. Under Kansas Statute 44-515, the Shawnee Mission School District has the right to select the doctor who will treat the injury.

The Shawnee Mission School District is self-insured for workers compensation and has contracted a third-party administrator, Thomas McGee (816-843-4415) to manage claims and pay medical bills. Funds used to pay workers compensation benefits come from tax revenue.

It is very important to get completed and signed paperwork to the Center for Academic Achievement (CAA) as immediately as possible. Thomas McGee cannot pay medical expenses for any claims until your paperwork is filed. Once a claim is filed, an adjuster from Thomas McGee will be assigned to your case and personal contact will be made with you to assure that you will receive the most appropriate care. These adjusters are very knowledgeable in workers compensation benefits and medical management, and they are interested in helping you get back to 100%. Please be sure to communicate any questions or concerns with your adjuster. If you experience challenges related to your claim and feel uncomfortable discussing this with your adjuster, please feel free to contact Carol Castro at the CAA (913-993-6147) or contact a representative at the Claims Advisory/Ombudsman of the Division of Workers Compensation, at 1-800-332-0353 (toll-free).

Additional information may be found in district booklets published annually for our employees. Policies for certified personnel are published in the Negotiated Agreement between the board of education and NEA, and classified policies are printed in the Personnel Policies for Classified Employees handbook.

Check with your administrator or supervisor and be familiar with where workers compensation forms are kept in your building so you will be prepared if an injury does occur.



PROCEDURES FOR TREATING WORK INJURIES

If you or one of your co-workers is injured on the job, **NOTIFY YOUR SUPERVISOR IMMEDIATELY.**

- Administer first aid. If the injury is life threatening, call 911 and send the injured person to the nearest hospital.

(Ambulances will only transport injured employees to a local hospital, not to one of the clinics.)

- If the injury is not life threatening, but an ambulance is needed, please have the injured employee transported to Advent Health Shawnee Mission 9100 W 74" St Merriam, KS 66204.
- The building administrator, nurse or department supervisor should provide the injured employee with the packet of information about how to treat work injuries, as well as sign the appropriate medical authorization form. Clinics will not treat an employee without authorization. It's always a good idea to notify the workers compensation office at CAA (913) 993-6417 that you are sending an employee for treatment.

Shawnee Mission School District work comp clinics:

<p>Priority One – Marathon (CAA) Located at the Center for Academic Achievement. NW corner of the building</p> <p>8200 W 71st Street Overland Park, KS 66204 913-549-9970</p> <p>Mon., Wed., Fri. 7:00am – 4:00pm Tues., Thu. 9:00am – 6:00pm Appointments Only</p>	<p>KU Midwest Occupational Health Clinic, Suite D 7405 Renner Road Shawnee, KS 66217 913-588-2200</p> <p>Monday – Friday 7:30am – 9:00pm Saturday and Sunday 8:00am – 4:00pm *Walk – ins accepted</p>
<p>Concentra 14809 West 95th Street Lenexa, KS 66215 913-894-6664</p> <p>Monday – Friday 7:30am – 5:00pm *Walk – ins accepted</p>	<p>US Healthworks 15319 West 95th Street Lenexa, KS 66219 913-495-9905</p> <p>Monday – Friday 8:00am – 5:00pm Physician on call nights and weekends</p>

THINK SAFETY!

Revised 9/2023



SHAWNEE MISSION SCHOOL DISTRICT

MEDICAL AUTHORIZATION BY INJURED EMPLOYEE

I, the undersigned, do here by authorize and request you to permit inspection of, or to furnish copies to Thomas McGee, L.C., 120 W. 12th Street, Suite 1000, PO Box 419013, Kansas City, MO 64141-6013, my and all medical or hospital records, information and X-rays, of your facility, pertaining to all aspects of my treatment and care, rendered on my behalf or at the request of another health care provider. A photocopy or facsimile of the authorization shall be considered as effective as the original.

Last 4 of Social Security Number

Date of Birth

Legal Name

Signature

Today's Date