



# ALLEN PARK PUBLIC SCHOOLS

*an uncompromising commitment to excellence*

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## **Riley Education Center**

9601 Vine, Allen Park, MI 48101

ph (313) 827-2105 • fx (313) 827-2171

**To: All Employees**

**From: Alise Grant, Human Resources Coordinator**

**Re: Workplace Injuries**

**Date: September 15, 2023**

### **NOTIFICATION:**

Employees must notify the district of any work-related injury within 24 twenty-four (24) hours by completing a Standard Accident Report, which are available in each school office. The Standard Accident Report must be filled out even if the employee will not be receiving medical treatment from the clinic.

### **TREATMENT:**

Medical treatment for **non-emergency, work related injuries** will be given by OccMed Connect. An **Authorization for Treatment** form should be completed by a supervisor or administrator and faxed to the clinic. If a supervisor/administrator is not available, the injured employee should still report to the clinic for treatment.

**9:00 AM to 5:00 PM**  
OccMed Connect Taylor  
10155 Telegraph Road  
Taylor, MI 48180  
734-718-1969 (Fax 734-931-4018)

**9:00 AM to 9:00 PM**  
**1<sup>st</sup> Choice Urgent Care**  
23455 Michigan Avenue  
Dearborn, MI 48124  
313-438-6094

**After 9:00 PM to 8:00 AM**  
Henry Ford ER  
23050 West Road  
Brownstown Twp., MI 48183  
734-287-9880

**See list for additional locations**

Please be aware that an employee must be treated for the first twenty-eight (28) days by the district's chosen clinic, after which an employee may transfer to their own physician by notifying the school district **IN WRITING**.

For more serious work-related injuries, employees are advised to go to the nearest emergency room or call 911. For case management follow-up, employees must notify OccMed Connect the following business day. 734-718-1969.

If you have any questions regarding this information, please contact the Personnel Office at 313-827-2105.