



# DOUGLAS COUNTY SCHOOL DISTRICT RISK MANAGEMENT

620 Wilcox Street Castle Rock, CO 80104  
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## EMPLOYEE INJURY/ILLNESS REPORT FORM

**COMPLETE THIS FORM ENTIRELY (FRONT AND BACK) FOR ANY WORK-RELATED INJURY, THEN EMAIL TO RISK AT [risk.mgt@dcsdk12.org](mailto:risk.mgt@dcsdk12.org) WITHIN 24 HOURS.**

### SECTION 1: TO BE COMPLETED BY EMPLOYEE

Employee's Name: (First, Middle, Last)		Do you currently have health insurance benefits through the District? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Home Address (not Post Office Box please)		Do you currently have vision benefits through the District? Yes <input type="checkbox"/> No <input type="checkbox"/>	
City/State/Zip		Do you currently have dental benefits through the District? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Hire	Job Title		
Were you performing your regular job assignment at the time of injury? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, what was your assigned job at the time of injury?			
Social Security #			
Home Phone or Cell Number		Work Phone Number	
		Do you currently hold a second job? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		If so, where? _____	
Age	Date of Birth	Male/Female	Marital Status
What is your job title and what are your duties for your second position? _____			
Work Hours	Days (M-F)	Length of Experience	
What is your hourly wage for the second position? _____			
What are the average hours per week worked at the second job? Address where injury occurred:			
Building _____			
Street Address _____			
City and zip code _____			
Date of Injury _____		Time Employee began work	
Time _____ AM <input type="checkbox"/> PM <input type="checkbox"/>		Time _____ AM <input type="checkbox"/> PM <input type="checkbox"/>	
Site of Injury : Cafeteria <input type="checkbox"/>	Classroom <input type="checkbox"/>	Corridor/Hall <input type="checkbox"/>	Gymnasium <input type="checkbox"/> Playground <input type="checkbox"/> School Ground <input type="checkbox"/> Other/where? <input type="checkbox"/>
What is the body part injured?		What is the nature of the injury?	
What was the employee doing just before the accident occurred?			
How did injury happen?		What object or substance directly harmed employee?	
Who did you first report this to?		Please list any witnesses:	
Do you feel you need medical attention? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please date and initial here _____			

**I understand it is unlawful to make fraudulent claims. Any person who makes or causes to be made, any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying Workers' Compensation benefits or payments is guilty of a felony and may be prosecuted.**

**Signature of Employee** \_\_\_\_\_ **Date:** \_\_\_\_\_

For lost time claims (after three shifts of missed work) work comp covers 2/3 of your wages up to a State maximum allowable amount. It is the District's practice to cover the other 1/3 wages by reducing the employee's accrued sick or teacher leave. If this not agreeable to you, please initial here: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 2: TO BE COMPLETED BY SUPERVISOR

Was employee able to continue working? Yes  No  What was employee doing at the time of the injury? (Be specific – if using tools or handling material, name them and tell how they were being used)

Injury occurred because of : Intoxication  Safety Violation  Not Applicable

Based upon the injury description provided by the employee, please describe any unsafe acts or unsafe conditions:

Suggested corrective action (what has been done or what do you recommend to prevent a similar injury?)

**Please note: signing this injury report confirms that you have reviewed all the facts contained in this report.**

**Signature of Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THE INJURED EMPLOYEE MUST COMPLETE THE OTHER SIDE OF THIS FORM**

**Medical Release – It is required that you complete the boxes highlighted in GREY below.**

From time to time it is necessary to receive previous medical records prior to making a determination of liability. Please read and sign the

following medical records release. In addition, immediately below the release please list any and all medical providers you have seen in the past five (5) years. Thank you for your cooperation.

Release From (For Providers Only):  Address:	<b>Claimant name:</b>  <b>SS#:</b>  <b>Date of Birth:</b>	Release To: Douglas County School District 620 Wilcox St. Castle Rock, CO 80104 Attn: Human Resources & CCMSI P.O. Box 4998 Greenwood Village, CO 80155
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I authorize the above named health care provider to release the information specified below to the organization, agency or individual named on this request. I specifically authorize the release of all medical information, including the following specific conditions:

Drug abuse\*       Alcohol abuse\*       Psychological or psychiatric condition       Sickle cell anemia

\*Alcohol or drug abuse statement must be attached to any disclosure of this information from a federally assisted alcohol or drug abuse program. Any oral disclosure shall be accompanied or followed by such statement.

<u>Information Requested:</u>  <input checked="" type="checkbox"/> Copy of history and physical, discharge summary and operative reports <input checked="" type="checkbox"/> Copy of outpatient and ER admissions <input checked="" type="checkbox"/> Narrative reports <input checked="" type="checkbox"/> Copy of expenses, bills and statements <input checked="" type="checkbox"/> Other (specify) _____	<u>Condition(s) and Dates of Care Requested:</u>  All past admissions or care at this facility <input checked="" type="checkbox"/> Limited to treatment dates and conditions described below: _____ _____ _____
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Purposes or need for which this information is to be used:  
 Injury or claim evaluation       Workers' Compensation       Other: \_\_\_\_\_

EXPIRATION OR REVOCATION OF AUTHORIZATION – I understand that I may revoke this authorization at any time, except to the extent that action has already been taken to comply with it. Without my previous express revocation, this authorization will automatically expire.

\*Upon fulfilling the purpose or need for information as specified above, but no longer than 360 days from the date of signature.

\*Note: Federal regulations require that consent to release alcohol or drug records last no longer than reasonably necessary to serve the purpose for which the release is given.

Use of Copies: A copy of this authorization with my signature thereon:  May be utilized with the same effectiveness as an original.

<b>Signature of Patient:</b> _____	<b>Date:</b> _____
<b>Person authorized to sign for patient:</b> _____	
<b>Relationship:</b> _____	

**Please list your medical providers for the last 8 years**

Provider	Complete Mailing Address and Phone #
Provider	Complete Mailing Address and Phone #
Provider	Complete Mailing Address and Phone #
Provider	Complete Mailing Address and Phone #