



Mary Daniels
Willis ISD Human Resources
Leave and Substitute Specialist
612 N Campbell, Willis, TX, 77378
Phone 936.890.3187 Fax 936.856.1338

INJURED AT WORK?

Read carefully the steps below:

- Report incident/accident to your supervisor immediately.
- Fill out a First Report of Injury (FROI) form as soon as possible with your safety coordinator.
- Fax or email the completed and signed FROI to Mary Daniels as soon as possible (within 24 hours). Fax number is 936-856-1338. Email: mdaniels@willisisd.org
- If you need medical attention, you must go to a doctor in the Alliance Physicians Network. You may go online to www.pswca.org to search network to find a doctor or you may call the Alliance at 866-997-7922. With your packet given to you by your safety coordinator, a current list of doctors should be given to you. If you decide to see your own doctor that is not in an Alliance, you will be head financially responsible for your treatment. **WISD WELLNESS CENTER IS NOT AN ALLIANCE PROVIDER.**
- When you go to a network doctor for a work related injury you do not pay for it, therefore do not give them your insurance card.
- If you are given a prescription, take it to the pharmacy with the First Fill Card paperwork.
- If you go to the doctor, you must get a release from the doctor stating you are able to return to work. You will need to take this release note to your supervisor and Jennifer Walker in the Business Office.
- If the doctor states you are unable to return to work or if you have any restrictions from your work related injury, you must get a note from the doctor and submit to your supervisor and Jennifer Walker. You will not be able to return to work until the treating doctor has provided you with a release allowing you to return to work. Your supervisor and Jennifer Walker will need a copy of the release before you can return to work.

What happens when you cannot work due to a work related injury?

- For workers' comp coverage, the alliance network doctor must be the one to determine if you can or cannot work.
- The network doctor must give you a written restriction from work. You must give a copy to your safety coordinator, your supervisor, and Mary Daniels (mdaniels@willisisd.org).
- You may not return to work without a written release from the network treating doctor. You must give a copy to your safety coordinator, your supervisor, and Mary Daniels.
- You will not receive Temporary Income Benefits (TIBS) from our Workers' Comp Insurance, TASB until starting the 8th day being off work from injury. After the first 8 days, you will receive approximately 70% of your take home pay from TASB. You may elect to use your vacation or personal leave to cover the first 8 days off or to be docked. Workers' Compensation is not a paid leave.
- During your recovery at home you should keep your supervisor and Mary Daniels (936-890-3187) informed of every development. As well as any paperwork from follow up appointments from the doctor.

BE AWARE WORKERS' COMP IS GOVERNED BY DISTRICT POLICY, STATE AND FEDERAL LAWS. MAKING A FALSE CLAIM IS A CRIME