

Steps	Responsible Party
<p>If you are injured at work, you will need to complete a "First Report of Injury". This can be found on the MGSD webpage > Staff Resources > Human Resources > Workplace Injuries.</p> <p>Please complete this form as soon as possible after the injury occurs (preferably within 24 hours) and submit via email to hr@mgschools.net.</p>	<p>Injured employee</p> <p>OR</p> <p>Building clerical (building clerical should <u>only</u> complete if the injured employee is incapacitated and unable to complete the form)</p>
<p>Our Sr. HR Generalist will submit the first report of injury to our insurance company. The insurance company will process a claim number/claim card; our Sr. HR Generalist will provide you with the card via your school email.</p>	<p>Insurance Carrier & Sr. HR Generalist</p>
<p>If you will be needing follow up care for the injury sustained at work, please reach out to hr@mgschools.net to update on progress and required care/appointments. You should, also, be updating the insurance carrier according to their communication guidelines.</p> <p><i>*the claim card provided by our Sr. HR Generalist needs to be provided to the doctor's office at EVERY appointment related to this injury in order to ensure proper billing</i></p>	<p>Employee</p>
<p>If you have ongoing medical needs related to your workplace injury, you need to stay in regular communication with hr@mgschools.net with updates to your medical needs/plans.</p>	<p>Employee</p>