

## STEVENS POINT AREA PUBLIC SCHOOL DISTRICT

### PROCEDURES FOR Reporting an Employee Accident/Exposure/Injury

*Per Board Policy 8442 – Accident reports will be filed immediately, or as soon as possible.*

#### Employee:

- **Complete an Accident Report.** Go to the District Website--> Staff Portal--> Quick Links-->Business Services--> Report an Employee Accident --> Submit Accident Report.

#### If Medical Treatment is Required or Anticipated

- Notify the Business Office prior to seeking medical treatment. Employee **is required** to take a *Return to Work Recommendation - Attending Physician's Certification form* with them to the clinic/hospital for medical treatment.
- **Return to Work Form** can be found on the District Website-->Staff Portal--> Quick Links-->Business Services-->Report an Employee Accident-->Additional Employee Resources-->Show Key Forms & Information-->Dr's Return to Work Recommendation Form. Take this to the doctor's office to be completed. The Work Comp billing information is included on the form.
- Return the completed form to the Business Office **immediately after your appointment** or **fax** to 715-345-5431.

If you have questions, please direct them to Lynette Patoka – Business Office 715-345-5432