



ALLEN PARK PUBLIC SCHOOLS

an uncompromising commitment to excellence

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: October 8, 2024

NOTIFICATION:

Employees must notify the district of any work-related injuries within twenty-four (24) hours by completing an [Employee Injury Report](#) online. The [Employee Injury Report](#) has replaced the Standard Accident Report. ***The [Employee Injury Report](#) must be completed even if you decline medical treatment from the clinic.*** You are able to upload any documentation to the report. Once the report is completed online it will be forwarded electronically to the building principal/supervisor for additional information.

If you decline medical treatment please complete [Employee Decline of Medical Treatment](#) form. Completing this form does not necessarily impact your later eligibility for Worker's Compensation benefits. You must also complete the [Employee Injury Report](#).

TREATMENT:

Medical treatment for **non-emergency, work related injuries** will be given by 1st Choice Urgent Care (OccMed Connect). A [Clinic Authorization for Treatment](#) form should be completed by a supervisor/administrator and faxed or emailed to the clinic. If a supervisor/administrator is not available, you 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)
frontdesk@occmedconnect.com

9:00 AM to 9:00 PM
1st Choice Urgent Care
23455 Michigan Avenue
Dearborn, MI 48124
313-438-6094
frontdesk@firstchoiceucc.com

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](#)

You must be treated for the first twenty-eight (28) days by the district's chosen clinic, after which you may transfer to your own physician by notifying the school district **IN WRITING**.

For more serious work-related injuries, you are advised to go to the nearest emergency room or call 911. For case management follow-up, you must notify OccMed Connect the following business day. 734-718-1969. You may also contact Alise Grant at 313-827-2105 for assistance.

Attendance in Red Rover should be coded as **Work Comp**. If you are unable to code an absence as Work Comp, please code as Leave/Sick and contact Alise Grant at 313-827-2105 or grant@appublicschools.com

All forms and links can be found on the district website [Resources<Staff<Workplace Injuries](#). Any questions regarding this information should be directed to the Personnel Office at 313-827-2105.

EduStaff substitute employees' injury documents can also be found on the [Resources for Staff](#) page.

