

To: All Districts  
From: Edustaff HR Department  
Re: Workers Comp Procedure for all Edustaff Employees

There are two forms an Edustaff employee needs if they are injured. The forms and procedure are explained below.

**First Report of Injury:** This form is two pages and we need both pages completed. It is vital that this form is filled out completely by both the school/location and the employee and then sent to Edustaff HR (either to [humanresources@Edustaff.org](mailto:humanresources@Edustaff.org) or fax to 877-974-6339). This form allows us to start a claim with our worker's comp carrier, if treatment was sought. If there is not any treatment sought, we still need the form as we track all injuries.

**Authorization to Treat:** The employee will need to take this form with them to the medical facility if they seek treatment after an injury has occurred. This form has our phone number on it as well as the basic info of our worker's comp carrier for billing/contact purposes. When this form is presented to the place of treatment they know to set it up as a work comp billing claim. We do not need this form sent to us at all, and if no treatment is being sought, the employee does not need this form either.

**Where to treat:** Please send our employees to the same medical facility as you send your employees. Usually that is a Concentra or occupational health type of facility. Urgent Care is also an option if you don't have occupational health locations near you. They should not go to their own personal doctor, chiro, nor the emergency room unless, of course, the injury dictates an ER visit.

**Notification:** We do not need to be notified immediately by phone from the employee or school location, as long as the first report of injury is filled out as completely as possible and sent to us as soon as possible. Please forward all medical bills, work notes, and any other medical paperwork to us when received.

If you have any questions on this procedure, please feel free to contact  
Liz DeBoer at 877-974-6338 ext. 113.