

# PROCEDURES FOR Reporting an Employee Accident/Exposure/Injury

*Accident reports will be filed immediately, but in no case later than 24 hours after the occurrence.*

## Employee:

- Step 1: Report injury, exposure, or accident to Medcor at (800) 775-5866. This should be done with your supervisor (if possible) prior to completing the Employee Accident/Exposure/Injury Form.
- Step 2: Complete the Employee Accident/Exposure/Injury Form.
- Email the completed report to Kelly Schlafke [schlafke@marshfieldschools.org](mailto:schlafke@marshfieldschools.org) within 24 hours of accident.
  - Give one copy to building principal's office or to the department supervisor.

## If Medical Treatment is Needed or Anticipated:

- If emergency medical treatment is needed, call 911 or go to the emergency room and work with supervisor to complete Accident Report after your visit. If not an emergency, follow instructions below.
- Report injury or accident to Medcor at (800) 775-5866 and follow instructions under Employee section above.
- Employee is required to submit a Return to Work form completed by a physician to Kelly Schlafke and supervisor prior to or on the day of returning to work. Employees will **not** be allowed to return to work without a Return to Work form completed by a medical provider.

## Absence Management (AESOP) Instructions:

- Enter all work time missed due to a work-related injury into Absence Management as Workers Compensation.

**If you have any questions, please direct them to Kelly Schlafke, 715-387-1101 Ext. 1110 or [schlafke@marshfieldschools.org](mailto:schlafke@marshfieldschools.org)**

## **Workers' Compensation Insurance Company:**

West Bend Insurance  
1900 S 18<sup>th</sup> Ave  
West Bend, WI 53095  
877-922-5246

## **Employer Contact:**

Kelly Schlafke  
Accounting Manager  
Phone: 715-387-1101 Ext. 1110  
Email: [schlafke@marshfieldschools.org](mailto:schlafke@marshfieldschools.org)