Updated – July, 2025

Jefferson Parish Schools
FIRST REPORT OF INJURY

Date of Report:		Date of Injury & Time:	
If Fatal, Date of Death:		Date Employer Knew of Injury:	
Normal Start Time:	Date Employee back to work:	At Same Wage: (Y / N) Date Last Full Day Paid:	Date Disability Began:
First Name/MI:		Last Name/Suffix:	
Employee Address: (Include Parish & Zip)			
Social Security #:		Employee ID#:	
Cell Phone # (please include area code):			
Sex (Female/Male):		Birth Date:	

Race: ***Circle Choice:***	American Indian / Alaskan Native		Marital Status: ***Circle Choice:***	Married
	Asian			Single
	Black			Divorced
	Hispanic			Separated
	White	OTHER		Widowed

# of Children Under 18:		Occupation:	
School / Department:		Date of Hire:	
Place where injury occurred: (Library, Hallway, etc.)	Employer's Premises: (Y / N)	If no, exact location (Address):	
What was the injured doing when injured? (Be specific. If using tools or equipment or handling material – name them and tell what he was doing with them) List names of witnesses (if applicable).			
Did Injury or Disease occur because of:	Mechanical Defect (Y/N):	Unsafe Act (Y / N): If Yes, Describe -	Amputation (Y/N):
Nature & Location of Injury or Disease (Describe fully including parts of body affected):		If OCC Disease Date of Initial Diagnosis:	
Attending Physician & Address (If Hospital Involved – Indicate):			

Principal/Supervisor Signature: _____ Date: _____

-----FOR OFFICE USE ONLY----

Employee ID#:	LOC:	CLASS:	INJ:
Weekly Salary $:			

HUMAN RESOURCES
JEFFERSON PARISH SCHOOLS
501 MANHATTAN BOULEVARD
HARVEY, LOUISIANA 70058
(504) 349-7866
jpschools.org

DR. JAMES GRAY
SUPERINTENDENT

DONNA W. JOSEPH
CHIEF HUMAN RESOURCES OFFICER

Updated-July, 2025

Workers' Compensation – Medical Treatment Facilities

Below are medical treatment facilities that have been pre-approved for work-related injuries:

☐ **Ochsner Occupational Health (2 Locations):**

5800 Plauche Court
Harahan, Louisiana 70123
(504) 779-2667

3417 Williams Boulevard
Kenner, Louisiana 70065

Walk-In Hours: Monday through Friday 8:30 A.M. to 5:00 P.M.

☐ **West Jefferson Industrial Medicine:**

107 Wall Boulevard
Gretna, Louisiana 70056
(504) 433-5070
Walk-In Hours: Monday through Friday 8:00 A.M. to 4:00 P.M

☐ **Concentra (2 Locations):**

4015 Jefferson Highway
Jefferson, Louisiana 70121
(504) 468-1506

1600 Williams Boulevard
Kenner, Louisiana 70065

Walk-In Hours: Monday through Friday 8:00 A.M. to 5:00 P.M

☐ **After-Hours or Serious Injuries only:**

East Jefferson General Hospital Emergency
West Jefferson General Hospital Emergency

Choice of Doctor: Employees can seek treatment by any other physician or facility. However, if an employee seeks treatment by a provider not listed above, they must notify the Human Resources Workers' Compensation Department at (504) 349-7760.

Approval: Employees that select treatment by a physician or facility not listed above, must have the provider call to obtain approval to treat and bill the District directly for medical care.

Billing: Employees are NOT to bill treatment for a work-related accident to their group insurance.

Coverage: Employees must select a physician or facility that accepts workers' compensation.