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: Joslyn Lazarevski, HR Coordinator

Re: Workplace Injuries

Date: November 13, 2025

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

After 9:00 PM to 8:00 AM
Henry Ford ER
23050 West Road
Brownstown Twp., MI 48183
734-287-9880

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

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.

