

# IN CASE OF INJURY ...

SOUTHWEST DUBOIS COUNTY SCHOOL CORPORATION

105 W Sunset Drive, Huntingburg, IN 47542

## IN THE EVENT OF A MEDICAL EMERGENCY:

Please seek immediate care at the nearest emergency medical facility.

## For Non-Emergencies:

## ASAP WITHIN 24 HOURS OF INJURY

**Employee** NOTIFY your Supervisor or Principal

**Supervisor** REPORT the injury to Central Office

**Or Principal** (Central Office will notify Memorial Health Employer Services and schedule your appointment, if you are going to seek treatment.)

**Employee** SEEK TREATMENT at Memorial Health Employer Services at time of your appointment. NO WALK-INS

**Employee** COMPLETE 1<sup>st</sup> Report of Worker's Comp Form (*from website*) and SUBMIT to Central Office within 24 hours.

Memorial Health Employer Services  
695 W 2<sup>nd</sup> St., Jasper  
812-996-5750

Hours:  
Monday – Friday: 7:30 am to 4:00 pm

If an employee seeks medical treatment outside of the direction of the employer/insurance carrier, the employee risks incurring liability for the medical bills.