

# Accident Reporting Procedures

Zionsville Community Schools



*Smarter Solutions. Safer Schools.*

## INTRODUCTION

It is very important for you to follow the instructions below to ensure your medical claims and return to work are processed smoothly. If you have any questions about reporting an accident, medical care, or next steps, please do not hesitate to call the Benefits Specialist at 317-873-2858 x11330.

## WHAT TO DO IF YOU ARE IN AN ACCIDENT

|                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <i>Determine if there is a life threatening emergency!</i>                 | <ol style="list-style-type: none"><li>1. Follow facility protocols for reporting emergencies and to summon emergency response.</li><li>2. Call 911 if protocols are unknown or significant threat to life exists.</li><li>3. Depending on the level of emergency, determine whether it's appropriate to first contact the employee's emergency contact for transportation or call 911.</li></ol>                                                                                                                                                                                                                                                                                                                 |
| <i>Determine if the injury and/or illness is most likely work-related.</i> | <p>Not all injuries or illnesses that occur at work are work-related. Examples include:</p> <ol style="list-style-type: none"><li>1. Chronic medical conditions</li><li>2. Infectious disease such as colds, flu, gastrointestinal viruses that are not related to a known work-exposure</li><li>3. Injuries without any known cause or contributing factor in the work environment</li></ol> <p>If it is likely that your medical condition is not related to a work factor, please contact your personal healthcare provider.</p>                                                                                                                                                                              |
| <i>Follow routine reporting procedures.</i>                                | <p>Notify supervisor/management of incident. Employee is responsible for completing the <b>Employee Injury Report</b> immediately or within 24 hours of injury. If the employee is unable to complete, then the supervisor or building administrator should file the report on their behalf.</p> <p>To submit an employee incident report, go to the ZCS website <a href="https://zcs.k12.in.us">https://zcs.k12.in.us</a>, click <b>Staff</b> (at the top of the page), scroll down and under <b>General Resources</b> click on <b>Employee Injury Reporting, Staff Accident Management, and Submit Accident Report</b>.</p> <p>Enter all information requested and follow the steps to submit your report.</p> |

## MEDICAL CARE OPTIONS

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| <i>Obtain authorization for your occupational health service visit.</i>                  | <p>If medical attention is necessary, contact ZCS Human Resources 317-873-2858 x11330 to verify authorization for treatment at <b>St. Vincent Medical Group Occupational Health/Immediate Care</b>. It is important to explain to the provider that the reason is related to workers' compensation. <b>Do not provide your personal insurance information.</b></p> |
| <i>Go to St. Vincent Occupational Health/Immediate Care for your visit.</i>              | <p>Office Hours: Monday-Friday 8am-8pm, Weekends 8am-5pm, &amp; Holidays 9am-3pm<br/>Phone: <b>317-344-1269</b></p> <p><b>10801 North Michigan Road, Suite 110, Zionsville, IN 46077</b></p>                                                                                                                                                                       |
| <i>Follow-Ups may be necessary depending on your medical condition and case details.</i> | <p>If your occupational health appointments have been pre-authorized as part of your ongoing case management, you may contact St. Vincent Occupational Health/Immediate Care directly to schedule your next appointment.</p>                                                                                                                                       |