

NOTICE TO EMPLOYEES REGARDING WORK INJURY

In the event you are injured on the job, the following steps should be followed:

- 1. Immediately notify your Supervisor of your injury.**
- 2. Complete "First Report of Injury" form (See your bookkeeper)**
- 3. If you need medical attention for an injury, please choose one of the approved facilities listed below, unless you have a serious, life threatening injury which requires treatment at the Emergency Room.**
- 4. If you require medical attention for medical treatment, please notify [Jessica Hartman](#) in Human Resources at [704-924-2023](tel:704-924-2023) as soon as possible so HR can call the facility prior to your arrival.**
- 5. Upon return from treatment, provide all work status documents, including all doctor notes, to your bookkeeper or email them to jessica_hartman@iss.k12.nc.us**
- 6. Once the Insurance company receives your report, your claim will be assigned to an adjuster, who will perform an investigation and advise you with regard to the status of your claim. If their investigation concludes your injury meets the criteria established by state law, they will pay all benefits to which you are entitled under workers' compensation state law. If their investigation disclosed a non-covered injury or disability, they will provide you with reasons for the denial.**
- 7. If you have questions regarding your workers' compensation coverage, call [Jessica Hartman](#) at [704-924-2023](tel:704-924-2023) or your claim adjuster for additional information.**
- 8. Stay in contact with the claims adjuster if you are losing time from work. They will guide you through the rehabilitation process and help you return to work as soon as possible.**

Piedmont Urgent Care
700 Sullivan Rd
Statesville, NC 28677
704-924-9111

Piedmont Urgent Care
125 Days Inn Dr
Mooresville, NC 28117
704-660-9111

AFC Urgent Care
210 Turnersburg Hwy, STE C
Statesville, NC 28625
704-924-4740

AFC Urgent Care
295 Williamson Rd, STE A
Mooresville, NC 28117
980-444-2003