BUTLER COUNTY SCHOOL SYSTEM

ON-THE-JOB INJURY

REPORTING INSTRUCTIONS | QUICK REFERENCE GUIDE

Follow these steps promptly when an employee is injured on the job.

1. Report the injury

Notify your supervisor and complete an Employee Accident Report. Send the completed report to Tina Powell at the Central Office.

EMERGENCY: For a life-threatening injury or medical emergency, call 911 or seek emergency care first. Notify your supervisor as soon as reasonably possible.

2. Call the Nurse Triage Hotline

After notifying your supervisor, you are encouraged to call 1-800-272-5246. The injured employee and supervisor (or another school leader) should participate together. The triage nurse will submit the First Report of Injury on your behalf.

3. If you do not call the hotline

The employee and immediate supervisor must complete the First Report of Injury and submit it, along with the Employee Accident Report, to Tina Powell at the Central Office.

4. Provide information to your medical provider

Give your healthcare provider the Provider Medical Reimbursement Information sheet and your insurance card.

FORMS AND RESOURCES

Butler County School System – Human Resources:
https://www.butlerco.k12.al.us/departments/employment/humanresources

PEEICB website: https://peeicb.alabama.gov