



# EMPLOYEE ACCIDENT REPORTING PROCEDURES

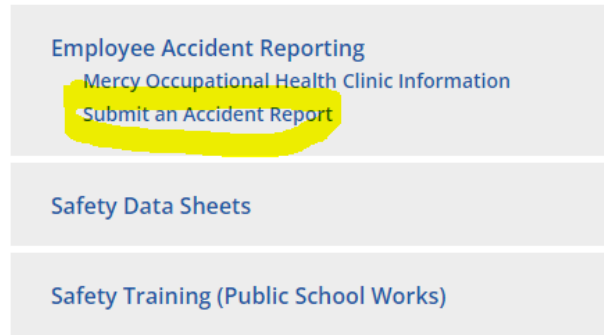
## REPORTING THE ACCIDENT

Immediately following an injury or incident, the injured employee should report the accident to their immediate supervisor. Within 24 hours of an injury, the employee must complete the written accident report *electronically* (employees seeking medical attention must complete the online accident report prior to attending any appointments). Employees who do not complete the online form may not qualify for any worker’s compensation benefits and could be responsible for all medical costs related to the incident.

The link can be found on the District website - Departments - Human Resources - Workplace Safety - Employee Accident Reporting - [Submit an accident report](#)



## Workplace Safety



Reports should be completed by the injured/affected employee, however, if necessary, another employee can complete the report with the assistance of the affected employee.

## FIRST AID

Injured employees must contact a School Nurse for any first aid needs. If medical treatment is needed beyond first aid, the Nurse will provide the employee with written medical authorization and directions to seek treatment. Questions regarding authorization for treatment should be directed to the Office of Human Resources.

## OUTSIDE MEDICAL TREATMENT

Employees authorized for treatment should contact Mercy Occupational Health to schedule their initial visit. Employees should bring the signed authorization form and a copy of the accident report to the initial appointment.



Mercy Occupational Health is located at 269 N 1<sup>st</sup> Ave in Iowa City. Their office hours are 8:00 - 5:00 Monday through Friday. Their phone number is 319-339-3921

- Employees with serious injuries or illnesses may be directed by the Mercy Occupational Health staff to seek medical care at Mercy Urgent Care or Mercy Hospital.

The initial visit will determine diagnosis, treatment plan, and work status for the injured employee. The status will be one of the three scenarios:

- Fully released to return to work without accommodations
- Released to return to work with a modified assignment (**contingent** upon supervisor and HR approval)
- unable to work until further notice.

**Employees who seek treatment with other facilities, physicians, or chiropractic care without permission from the office of Human Resources may not qualify for any worker's compensation benefits and could be responsible for all medical costs related to the incident.**

## **AFTER TREATMENT**

### **1. Reviewing Physician Reports**

- a. After each appointment, you should give a copy of the physician's report to employer to your principal or direct supervisor for review. Together with Human Resources, your supervisor will determine next steps if your treatment plan includes restrictions when you return to work.

### **2. Follow-up Care**

- a. If you have scheduled follow up visits at Mercy Occupational Health or if Mercy provides you with a referral to a specialty clinic, you will need to enter all time missed from work in Frontline's Absence Management System. Please contact Human Resources with questions regarding the absence reason type.

### **3. Employee Assistance Program**

- a. The Synchrony Employee Assistance Program from Prelude Behavioral Services (319-351-4357) provides free confidential and professional counseling. These services can be beneficial after a traumatic work related injury.

### **4. Billing**

- a. If you receive a medical bill, please contact Human Resources. If you seek treatment at an urgent care or hospital (with proper authorization) and the visit is filed under your personal health insurance, you are responsible to contact the billing department and provide the claim information.