

# How to Report an Injury



Employees are responsible for reporting work related injuries immediately, (next working day if after normal business hours with exceptions of emergencies) even if you feel no medical treatment is needed.

**Report** the injury to the Cost Center Administrator/Designee.

**Complete** an incident report. Information you will need: date and time of accident, description (including the cause of the injury, location, what you were doing and the body part(s) that were affected). Be very detailed regarding the injury/illness that occurred (bruise, scratch, ache, sting, pain).

**Submit** the Incident Report through your Cost Center's Worker's Compensation contact to Melinda Buckingham in Risk Management. ALL initial medical treatment is to be arranged and pre-authorized through the Risk Management Office. (Except in emergencies) DO NOT give the provider your personal insurance information. Identify yourself as a School Board employee with a work related injury.

**Communicate** with the Workers Comp contact at your Cost Center throughout the process. Provide the work status certificate after each appointment or follow up visit. As the Worker's Comp contact for a work comp RX card (PMOA) to avoid any out of pocket expenses for prescriptions.

After hour initial treatment facilities:  
CMH or Seven Rivers for **EMERGENCIES**

**Ask questions!**

We are here to help you through this process,  
please feel free to call [Melinda Buckingham at extension 2283](#).