

MONITEAU SCHOOL DISTRICT

MEMO

TO: Moniteau School District Employees
FROM: Debbi Mihalek, Workers' Compensation Coordinator
RE: Work-Related Injury (Procedure to follow when you are injured at work)

Workers' Compensation procedures require that all injuries, even those of a seemingly minor nature be officially reported within 24 hours of the incident.

How to Proceed if Injured at Work

- A.** Seek medical treatment at the nurse's office, if necessary and obtain an injury report or go to appropriate clinic/hospital. The attached Health Care Provider Panel is for non-emergencies.

- B.** Report injury to Debbi Mihalek, Workers' Compensation Coordinator, **within 24 hours**.
 - 1. Fill out all necessary forms and releases
 - a. All forms to be returned to the Workers' Compensation Coordinator
 - 2. Medical treatment must be by a provider listed on the Health Care Provider Panel
 - 3. You must keep in contact with your school's Workers' Compensation Coordinator in regards to follow-up appointments, procedures, treatments, etc.
 - 4. You must keep in contact with your immediate supervisor if you are absent from work due to your work-related injury. This is helpful in scheduling substitutes for your position while absent.
 - 5. If your injury requires you to be absent from work, you must present a return to work excuse from your panel doctor who has been treating you before returning to work. The excuse must state you can return to work performing "**full duty**". Our school district does not have any light duty positions. If you are unable to perform your full duty job, you cannot return to work.

- C.** Report injury to your immediate supervisor **within 24 hours**.

If you have any questions, please contact the Workers' Compensation Coordinator located in the Administration Offices:

Debbi Mihalek, 724-637-2117, ext. 2003 or dmihalek@moniteau.org