

Workers' Compensation Guidelines

Please use the following guidelines when you are made aware of a work related injury at your facility or location.

- If an employee is hurt and needs immediate medical attention, please call and get the necessary help. The employee should always follow up with a physician on the panel.
- If an employee comes to you to report a work-related injury and requests to see a medical doctor:
 1. Have them choose a physician on the medical authorization form. Have them initial beside the physician's information. File this copy with all other forms. They should take this form with them to the doctor's visit and bring back completed after being seen and treated.
 2. Call the doctor's office for the employee for the initial visit only. They should give you an immediate appointment. If the doctor needs to see the employee for follow-up visits, the employee should make those appointments before leaving the doctor's office.
- Employer should:
 1. Fill out all forms:
 - Supervisor's Report** – have the employee's immediate supervisor complete. They should fill out using the injured employee's name at the top.
 - WC-1** - should be filled out by the workers' comp contact in the front office. You will need the Employee's Report and Supervisor's Report to complete this form. The WC-1 must be filled out electronically in a .doc file and sent to Candy Thomas at candy.thomas@hallco.org
 - Job Classified Code No. - This section should include the injured employee's title and location name and code. For example: Sp Ed Parapro/Lula Elementary (07) or SFS Asst/Johnson High (04), etc.
 - Injury information - Please be specific. Include left or right when naming the body part injured. For example: right arm or left eye, etc. Have the employee initial the body part injured on the picture included in the packet.
 - Workers' Comp Absence Form** – If the employee is absent any time due to the WC injury, the employer needs to fill out this form.
 - Election to Use Sick Leave** – If the employee is absent any time due to the WC injury, the employer should fill out this form.

Return to Work – Once an injured employee returns to work, the employer should fill out the bottom section of the Absence form.

2. Give the **Carlisle Drug Card/Form** to the injured employee as they are leaving to go to their initial doctor's visit after injury. This card has to be activated before using by following the instruction on the card form. Please remind the employee they should present this card at the pharmacy if they are prescribed any medications. If this card is not presented, they may be charged for the medication or they may have to return to the pharmacy to get it charged correctly. Actual cards must be used, do not photocopy.
 3. Keep copies of **WC-207 Medical Release** – If an employee has injured a body part which they have previously been treated for by another doctor, they should complete this form. The requested patient information at the top right side of the form is the "patient's" personal information. The requested information on the left side of the form is asking for the name and address of the physician that has treated the employee for this body part in the past. For example, if an employee falls and hurts his/her left knee and this employee had knee replacement surgery six years ago, we need the name of the physician they were treated by for this knee surgery.
 4. Once an employee returns from a doctor's visit with a Work Status Report, please check to see what restrictions this employee may be under. Verify with the principal whether the employee should return to his/her regular job under those restrictions.
 5. Notify Candy Thomas by phone or email that an injury has occurred and the patient is seeking medical attention.
- Employee should:
 1. Report work related injuries to supervisor immediately.
 2. **Employee's Report** – have the employee complete.
 3. Take the medical authorization form to the doctor to complete and bring back to the school.
 4. After each doctor visit the employee should report to the employer and provide him/her with the Work Status Report from the Workers' Comp doctor and discuss restrictions and absences.

All forms should be sent to Candy Thomas at the Central Office within three working days of the injury. The only exception is the Electronic WC-1 which needs to be sent to Candy Thomas via email as soon as possible.

Workers Compensation Absence Form

Name: _____

Location: _____

Job Description: _____

Date of Accident: _____

First Date Absent: _____

Comments:

Return to Work Status

First Date Returned to work: _____

Comments:

Completed By: _____

Date: _____