

WORKERS COMPENSATION PROCEDURES

If an injury is severe or critical:

- Call 911 or send the employee directly to the closest emergency room

EMPLOYEE NEEDS TO BE INFORMED THAT THEY ARE NOT ALLOWED TO GO TO THEIR OWN DOCTOR FOR WORK RELATED INJURIES!

If an employee becomes injured during working hours and does not require emergency care they should seek medical attention with any of the school nurses.

- The nurse will evaluate their injury and complete an injury report.
 - If the employee needs to be seen by a doctor the school nurse will place a call to Qual-Lynx who in turn will direct them to a medical facility.
 - You **MUST** Report Claims within **24 Hours** of Injury
Qual-Lynx Hotline
1-888-342-3839
- For all prescriptions that the workers compensation doctor prescribes call the Qual-Lynx Hotline 1-888-342-3839.
- A copy of the injury report needs to be sent to Karen Booth (Toby) Business Office.

DO NOT GO TO YOUR OWN DOCTOR FOR WORK RELATED INJURIES

Should an injury occur when there are no school nurses on duty you need to call Qual-Lynx at 1-888-342-3839. As part of the after hour services, there is a nurse on call 24 hours a day, 7 days a week. A nurse will be paged and you will receive a return phone call. Please be sure to leave your name and phone number.

Please note: All doctor appointments, physical therapy and any tests **MUST** be scheduled on the employees own time either before or after work. The only exception is when a special test is needed and can only be performed during specific times of the day.

Once an employee is seen by a worker's compensation doctor they will be given a **WORK DETERMINATION STATUS FORM.**

- This form **MUST** be turned in to your supervisor on the next business day.
- The supervisor will determine your work status and advise the employee of their job duties based on any modifications and/or restrictions. Employees are not to make their own decisions regarding modified/light duty.
- After any additional medical appointments, employee **MUST** continue to submit a Work Status Report to their supervisor until your return to full duty has been determined.

Each school nurse must inform their substitute nurses of the workers compensation procedures.