



GUIDELINES FOR INJURED WORKERS

All employees are covered by Workers' Compensation insurance and will receive benefits in accordance with current Missouri law. Employees must comply with the guidelines listed below.

Reporting an Injury

Normally, the on-site nurse will assess the injury, assist with completing the ROI form and determine if treatment is needed. If treatment is needed, the nurse will provide a medical authorization.

Employees must report all work-related injuries immediately (within 24 hours) to your HSD Supervisor, HSD Administrator (HSD Principal, Department Head), or Nurse. It is your responsibility to complete the Report of Injury, ROI, form and submit it to the workers' compensation email (within 24 hours) of the injury. Routing information is located on the bottom of the form.

Medical Treatment

If you choose to treat with your own physician, Workers' Compensation benefits will not cover the expenses and you will be responsible for payment.

Eligible medical expenses incurred because of a work-related injury/accident will be paid by Workers' Compensation benefits through Gallagher Bassett, Inc., if you obtain services from an HSD-approved provider and follow HSD's Workers' Compensation guidelines.

Authorization for medical care must be obtained from HSD's school nurse, Department Director or the Benefits and Retirement Services Coordinator at 314.953.5190. Mercy Occupational Health and Concentra are HSD's two approved workers' compensation providers. Concentra will provide services in North County and Mercy Occupational Health will provide services outside of North County. If your initial visit is with Concentra in North County, employees must continue injury care with Concentra. Employees are not allowed to change providers once treatment begins.

If you require medical attention after regular business hours, please visit Urgent Care or, if serious, go to the nearest emergency room. If you have a life-threatening injury/accident, call 911. Workers' compensation packets, with all the required forms, are in common areas such as the employee breakroom or near the time clock.

Doctor Appointments and Physical Therapy

Employees must present a photo ID at the time of service. It is your responsibility to keep all scheduled doctor and/or physical therapy appointments and to follow the physician's order(s). Failure to do so may impact your Workers Compensation benefits. **Please note that if you schedule an appointment during normal business hours, you will not be paid unless you use sick, vacation or optional leave time.** After each appointment, provide the work status report to your HSD Administrator and submit a copy to the workers' compensation email at: workerscomp@hazelwoodschools.org.

Prescriptions

If you receive a prescription from an HSD-approved workers' compensation provider, you may have it filled at no cost to you. Notify the pharmacist that the prescription is for a work-related injury and present the Optum prescription form. If you did not have the Optum form and paid out of pocket for prescriptions, you may be reimbursed through Gallagher Bassett.

Return to Work

It is your responsibility to return to work when the physician says you can do so. If you are released to full duty or given restrictions, present your work status report to your HSD Administrator and email HSD workers compensation at: workerscomp@hazelwoodschoools.org.

If the physician releases you with light duty/restrictions, we will do our best to accommodate those restrictions. However, if we are unable to meet your restrictions, you will remain off work until your restrictions change or you are released to full duty. Since light duty work may **not** be available at your assigned location, HSD has the option to temporarily assign you light duty work at a different location.

Occasionally, there are times when an employee has been released to full duty but later feel the need for additional treatment. **Do not go directly to Mercy Occupational Health or Concentra without authorization.** You must contact the nurse or the Benefits and Retirement Services Coordinator for additional medical treatment authorization.

If you have any questions, contact Kathy Jackson, Benefits and Retirement Services Coordinator at (314) 953-5190.

Your health and safety are important to us!