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DISTRICT/CHARTER

Send "Report of Personal Accident" forms to:  
Athens Administrators

Phone: (866) 482-3535

## PROCEDURE FOR INDUSTRIAL INJURIES

It is imperative that the following procedures be followed when an industrial (on-the-job) injury occurs:

1. IMMEDIATELY report all accidents and/or injuries to the office. The office staff will conduct an interview with you and will complete the "Employer's First Report of Injury."
2. If the injury requires the attention of a physician, medical services will be arranged with our designated medical facilities. The office will provide you with a Medical Service Order Form and arrange medical treatment. **DO NOT ARRANGE YOUR OWN MEDICAL TREATMENT.** Proper procedure must be followed in order for the above identified agency to accept responsibility for your injury and required medical bills.  
  
If medical services are not requested at the time of the injury, but there is potential that medical services will be desired during evening or week-end hours, request a Medical Services Order Form from the office during work hours. Medical services from a personal physician or hospital emergency room are not authorized in this situation. When you are confident the potential need of medical services has passed, return the Medical Services Order form to the office.
3. As soon as you have been treated by a designated medical facility, report to the office the outcome of the visit. If time off is required, regularly update the office on your progress.
4. Upon returning to work, you should present the office with a return-to-work release. If the release includes restrictions, please discuss those restrictions with your supervisor prior to reporting to work.
5. If you have any questions regarding your injury, status during time off, medical bills, etc., please do not hesitate to call our Workers' Compensation Administrators or the Business Manager.
6. If, after treatment, you are dissatisfied with the physician or medical facility, contact the Business Manager or the Worker's Compensation Administrator any time after they have received our report.

Minor injuries (scratches, cuts, puncture wounds and contusions) should immediately be treated with appropriate First Aid procedures on site. Failure to apply First Aid to minor injuries can result in serious infections later on. Reasonable precautions to prevent further complications are the responsibility of every employee. Unless alternative arrangements have been made prior to sustaining an injury the district, the responsible party, has the right to designate the treating physician in all industrial injury cases for the first 30 days of treatment.

As previously indicated, if at any time you are dissatisfied with the treating physician we have chosen, please contact us immediately. A change in physicians must be authorized by our Workers' Compensation Administrator before our Workers' Compensation will assume financial responsibility for any services.

Following the above procedures will assure appropriate treatment, prompt payment of medical bills, and assurance that you will be inconvenienced as little as possible.

Self-procured medical treatment or services provided without proper authorization will be the sole responsibility of the patient.

*I hereby acknowledge having received a copy of this document and understand I am responsible for following the stated procedures in the event of an industrial (job related) injury or illness, while employed by the district indicated above.*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_