

PLYMOUTH COMMUNITY SCHOOL CORPORATION ADMINISTRATIVE GUIDELINES

8442 ON-THE-JOB INJURY

It is the goal of Plymouth Community School Corporation that all employees receive prompt medical treatment if they have sustained a work-related injury. We have designated LifePlex Urgent Care as our Occupational Provider for prompt and compassionate treatment for our employees.

If you have sustained a work-related injury, the following steps must be followed:

1. Complete an **Indiana Worker's Compensation First Report of Employee Injury, Illness Form (Form 8442 F1)**. This may also be obtained from your building principal, supervisor or administration building representative.
2. An **Employers Authorization for Care** form will be completed by your building principal, supervisor or administration building representative. This form **must** be taken with you to LifePlex Urgent Care in order to receive medical treatment.
3. A photo ID and drug screening with alcohol test will be **required** at time of medical treatment.
4. Return all paperwork received by Lifeplex Urgent Care to the Administration Office as soon as possible after receiving treatment.

LifePlex Urgent Care Office Hours

Monday thru Friday - 9:00 am to 7:00 pm

Saturday and Sunday - 9:00 am to 3:00 pm

They are a walk-in clinic with no appointment required.

(574) 941-1000

(Employees injured after LifePlex Urgent Care's normal business hours may go to the emergency room for treatment or may wait until 9:00 a.m. the next day to seek treatment.)

If the Corporation does not believe the injury entitles the employee to receive worker compensation benefits, it shall so notify the employee and the Worker Compensation Board within thirty (30) days of the date at which the alleged disability begins, in accordance with the procedures prescribed by the Board. (I.C. 22-3-7)

Revised 2/11