



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 Saint Joseph Health System Immediate 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 a **Worker's Compensation Employee Statement**. This may be obtained from your building principal, supervisor, SCHOOL NURSE 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 SJHS Immediate Care in order to receive medical treatment.

SJHS Immediate Care Hours

Monday thru Friday -8:00 a.m. to 6:00 p.m. Closed Saturday & Sunday

1919 Lake Ave

Suite 102, Plymouth, IN 46563 (574) 335-5220

Or after Hours

Saint Joseph Plymouth Medical Center 574-948-4911

3. **Return all paperwork** received by SJHS Immediate Care or Saint Joseph Plymouth Medical Center to the Administration Office as soon as possible after receiving treatment.

Should a supervisor determine from the physical aspects, appearance, or behavior of a professional staff member that s/he might be under the influence of alcohol and/or drugs, said professional staff member may be immediately taken to a local health facility for further diagnosis. Reference policy 3170 & 4170.

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)

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