BUSINESS SERVICES

PROCESS FOR REPORTING AND INVESTIGATING WORKPLACE INJURIES

The District provides workers' compensation benefits to employees in the event of an injury or illness that occurs in the course and scope of employment. These benefits are in accordance with the provisions of the State of Wisconsin, Department of Workforce Development – Workers' Compensation Division.

Steps in Reporting

Whenever notified that a work-related injury or illness occurred, the following steps should be taken:

1. Review RAS Nurse Triage report (or FROI paper document if appropriate). Initiate work comp reporting if necessary.
2. If necessary, contact the building health care provider (HCP) and request an update on the injured employee.
3. If the injured employee has sought outside medical attention, the HCP should contact the employee to find the provider name, phone number and address, date of appointment, whether follow up appointments/recommendations are necessary and if work restrictions have been placed on the employee. Business services will report findings to the District work comp provider as soon as possible.
    a. Submit claim online to WC provider
    b. Notify to payroll
    c. Notify the building administrator and request an investigation.
4. The building health care provider shall be the liaison between the employee and the business services administrative assistant and administrator inquiring and informing of:
    a. Updated injury info
    b. Work restrictions
    c. Follow up appointments
    d. Missed work
5. If a Return to Work form indicates the employee has restrictions, proceed with an assessment to determine if a temporary transitional work assignment is available.
    a. Coordinate with the building administrator and HCP to put a plan into place
    b. Follow up with health care provider of future medical appointments for employee
    c. Terminate temporary transitional work assignment as allowed