

SEDALIA SCHOOL DISTRICT #200 WORKERS COMPENSATION

PLEASE FOLLOW THESE PROCEDURES FOR EMPLOYEE JOB RELATED INJURIES

Assess the situation

**EMERGENCY
CALL 911**

Contact Melinda Strange at Central Office at extension 6451 or 660-221-7331 ASAP

SUPERVISOR AND WORK COMP COORDINATOR WILL IMMEDIATELY COMPLETE A FRONTLINE WORK COMP FORM

Go to Frontline Central>
My Forms>
Forms I Can Start>
Scroll to "Work Comp Employee Accident Report">
Click on "Start this form"

PLEASE DO NOT CLEAR THE AREA!

Pictures should be taken and video obtained if possible.

ALL EMPLOYEES REFERRED FOR A WORK COMP CLAIM WILL BE SUBJECT TO A DRUG AND ALCOHOL TEST.

NOT AN EMERGENCY?

Contact the employee's supervisor as soon as possible. Send to school nurse for evaluation and treatment.

COMPLETE A FRONTLINE WORK COMP FORM ASAP

Go to Frontline Central>
My Forms>
Forms I Can Start>
Scroll to "Work Comp Employee Accident Report">
Click on "Start this form"

If employee requires a physician visit contact Melinda at Central Office at 6451 or 660-221-7331 and she will schedule them an appointment at :
Bothwell Family Health Wellness Works
3700 W. 10th Street
Sedalia, MO 65301

*Employees must provide a physician's release to Melinda Strange that includes any and all restrictions. A copy of this release will be sent to the payroll department and employee's immediate supervisor. Contact Ashley Stark, Director of Security, if Melinda Strange is not available. 660-473-9001