

On-The-Job-Injury Reporting Procedures

When an employee comes to you with a work injury follow these steps:

- Complete the (IRP) *Injury Review Process Report* attached (all injuries) & the employee and supervisor/nurse should fill out the *Supervisor's Incident Report* together – this form should be filled out regardless of whether or not they are seeking medical treatment. After completing the form, they should forward it on to Carmen. Notify the principal or the asst. principal and have them sign the form before sending to Carmen.
(Please note that we strongly encourage employees to report their injuries even if they do not wish to seek medical treatment – if they choose to go to the doctor at a later date, the incident will have been properly documented).
- Have the employee call the Nurse Triage 1-888-252-4689 (They will give them info on home care or refer them to go to Concentra). For severe injuries call 9-1-1 or proceed directly to the hospital.
- If the employee is seeking medical treatment, they should take the Medical Provider Card (attached) to Concentra with them. This card contains information regarding the Alliance policy, the district, and urgent care.