

WORKER'S COMPENSATION REPORTING PROCEDURES

Procedure for reporting injuries:

- Any employee injured during performance of District duties shall report the injury to his/her Supervisor and Bridget Merchant (231-238-9394 ext. 1221) at the District business office, even if medical treatment is not expected to be needed.
- Complete the **Employee's Report of Injury**. Email (merchantb@copesd.org) or fax (231-238-8551) the report to Bridget Merchant. ***The only exception will be if an injury is of such a nature that it requires immediate emergency attention. In that case, treatment should be sought*** and a report of the accident made to the District business office at the earliest opportunity. The form can be found at www.copesd.org under Employee Resources, COPESD Personnel Forms. The form can be downloaded and printed. The form needs to be faxed, once completed, or scanned as an attachment in an email to Bridget.
 - Fax: 231-238-8551 / Email: merchantb@copesd.org
- Proceed to an approved treatment center (see list next page). An Initial **Authorization to Treat** form will be provided to the authorized medical provider by Bridget Merchant, if the injured employee is unable to take the form with him/her.
- Supervisor should complete the **Supervisor's Report of Accident** and turn in to Bridget Merchant.
- To report the accident to the immediate supervisor or superintendent, call the office or their cell phone. Central Office phone: 231-238-9394 or 800-354-2327.

Supervisor

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|-------------------|------|
| Jamie Huber | 1200 |
| Kristi Williams | 1313 |
| Jeff Reinelt | 1217 |
| Jessica Szymoniak | 1209 |
| Debbie Putnam | 1430 |
| Josh Menkes | 1409 |
| Karyn Rauch-Smock | 1211 |
| Amy Karsten | 1222 |

- The Approved Physicians/Clinics are:
 - Call First if Possible!

Munson Healthcare OMH Walk-In Clinic

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|--|---|--|
| 3860 S Straits Hwy. Indian River 231-238-0581 | 1996 Walden Drive Gaylord 989-731-4111 | 2572 North US-131 Elmira 989-731-7700 |
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OMH Medical Group

3040 Bourn St.
Lewiston
989-786-4877

Thunder Bay Community Health Services

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|---|---|
| 205 S Bradley Hwy Rogers City 989-734-2052 | 21258 M-68 Hwy Onaway 989-733-2082 |
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Grayling Community Health Center

1100 E. Michigan Ave.
Grayling
989-348-0550

- To seek services the physician/clinic will need an **Authorization Form**, that will be faxed to them from the District business office, and possibly a Photo ID.
- **ALL INJURIES MUST BE REPORTED IMMEDIATELY** or employee could jeopardize their claim being compensable. Unauthorized medical treatment may not be accepted for payment or reimbursement.
- After seeking medical care the employee must report and forward any documents or invoices to Bridget Merchant so that claim can be managed properly. There may be other documents that will need to be submitted and/or notification regarding ability to work. The employee should not use their own insurance, or be invoiced for any treatment.