

**WORKERS’ COMPENSATION PROCEDURE**

1. Employee reports the injury/illness to a supervisor immediately.

* The supervisor or school/department secretary should call the district’s administrator for work injuries "Sedgwick CMS" toll free at (866) 350-8665 to report the injury.
* The Triage Nurse will provide further instruction, including directing the employee to an appropriate physician, if medical treatment is necessary.

1. The supervisor or school/department secretary should complete the Drug Appointment scheduling in Edge immediately after the report of incident.
   * Drug testing is Board policy and must be done when an employee/volunteer reports being injured at work.
   * Original Copies of Incident Report should be forwarded to the Risk Management Department.
   * Chain of custody forms should be forwarded to Drew Kramer (HR: Drug Screen Specialist)
2. After each Workers Compensation physician appointment
   * The medical office will provide the work status (DWC-25) report to the employee.
   * The **EMPLOYEE** is responsible for returning a copy of the DWC- 25 form to the work location for further evaluation of job status.
3. Accommodating employees with physical restrictions.
   * Sedgwick will contact the Risk Management Office to confirm receipt of DWC-25 and discuss any accommodation, if necessary.
   * If an employee is currently out of work under workers’ compensation and it is determined that an employee can now be accommodated, the employee must be contacted immediately by the work location to inform them to return to work.
   * All employees who are released to work by their authorized treating physician will be accommodated, if possible.

This process will remain consistent for any future medical visits.

\*\*If the employee does not return to work, please notify the Risk Management Department

321-633-1000 ext. 11620 immediately.