



FITZGERALD *Public Schools*

Fitzgerald Public Schools Work Injury Instructions

We are committed to providing a safe working environment for all employees. Accident and injury prevention are our main goal, but if you are injured while on the job, we want to make sure you receive the care needed to get well again.

We've partnered with Beaumont Urgent Care, Concentra and MyHealth Urgent Care to ensure quality medical treatment and a smooth process for workers' compensation claims. Medical treatment outside of these facilities may not be eligible for compensation under the state's workers' compensation law.

Corewell Health Urgent Care - Warren West

28284 Dequindre Road

Warren, MI 48092

Phone Number: 586-413-7069

Open 7 days a week 8:00 am - 8:00 pm

Concentra - Warren OR Any Concentra Location

11569 E 12 Mile Road

Warren, MI 48093

Phone Number: 586-582-0018

Open Monday - Friday 8:00 am - 7:00 pm

If you need care after hours you may go to any emergency room. The closest to our district is:

Ascension Macomb-Oakland Hospital Madison Heights Campus

27351 Dequindre Road

Madison Heights, MI 48071

(9-10 minutes away)

Phone Number: 248-967-7000

NOTE: If it is necessary for employee to use emergency room, the employee **MUST** state this is a **WORK INJURY**. If an employee is invoiced directly for any service at the ER related to the work injury, please contact HR directly.

All employees should be familiar with the steps necessary to seek treatment for injuries occurring at work. Our procedure is listed below.

When an employee is injured and wants to seek medical attention:

- Employee reports accident to immediate supervisor.
- The Supervisor notifies the HR department immediately.
- Brigetta Kuril, HR/ Business Office Admin, or Cheri Nowak, Director of HR, will complete an online authorization for the employee to be seen at one of our clinics.
- Employee completes an [Employee Injury Report/Refusal of Treatment Form](#) and sends the report to hr@myfitz.net before going to the clinic/hospital (unless it is an emergency situation).
- Employee submits any paperwork received from the clinic or hospital following their visit via email to the HR department at hr@myfitz.net
- HR reports the injury and documentation to the districts workers compensation company, Comprehensive Risk Services (CRS).

Each of our clinics will work with a CRS claims representative to ensure quality of care and approve future visits and prescribed treatments, including physical therapy, diagnostic tests and specialist referrals.

If the employee has restrictions, the Human Resources Department will review the restrictions with the employees immediate supervisor. Upon determination, HR will notify the employee of the districts ability to accommodate restrictions.

When an employee is injured and does **NOT want to seek medical attention:**

- Employee reports accident to immediate supervisor.
- The Supervisor notifies the HR department immediately.
- Employee completes an [Employee Injury Report/Refusal of Treatment Form](#) sends document to hr@myfitz.net for processing.

If an employee who did not wish to seek treatment decides later that they would like to seek medical treatment, please contact Brigetta Kuril, HR Specialist, or Cheri Nowak, Director of HR, at 586-757-1751 for authorization.

If you have any questions or concerns about these procedures or how workplace injuries are managed, please contact Brigetta Kuril, HR Specialist, or Cheri Nowak, Director of HR, at 586-757-1751

We are committed to the safety of all employees. If you have a safety concern or any ideas for safety improvements, please contact your immediate supervisor.