

SPEED S.E.J.A. #802

WORKER'S COMPENSATION GUIDELINES FOR EMPLOYEES

Injured Employee Procedures:

1. In an emergency, take an ambulance to the nearest hospital. SPEED will not be responsible for a staff member driving another staff member for medical services.
2. For non-emergencies, our preferred service providers are Advocate Occupational Health Care in Hazel Crest or Orland Park, Ingalls Health System in Flossmoor, or St. James Occupational Health Center (for obvious worker's compensation claims), or to your primary care physician (for injuries that are possibly not work related).
3. If you receive treatment at the aforementioned workers compensation treatment centers and the injury is later determined to not be work related, you will be responsible for the charges.
4. Satellite personnel must report all incidents to a program secretary **AND** nurse prior to seeking treatment (except in the event of an emergency). Evening staff must report incidents to the Supervisor on duty or Department Head prior to seeking treatment (except in the event of an emergency).
5. **All subsequent treatments for work related injuries must be scheduled prior to or after the employee's work hours.**
6. After each treatment, the employee must return all doctors' correspondences (Disposition Report) immediately to the Human Resource or Director of Business/Finance, if possible.
7. Injured staff that has 3 or more repeated claims will be required to attend safety training and may have to meet with the SPEED Worker's Comp panel to discuss injuries.

Nurse Procedures:

1. In an emergency, an ambulance should be called to take the employee to the nearest accessible hospital.
2. If the injury does not require ambulance transport, the employee can choose to seek treatment at Advocate Occupational Health Care in Hazel Crest or Orland Park, Ingalls Health System in Flossmoor, or St. James Occupational Health Center (for obvious worker's compensation claims), or to your primary care physician (for injuries that are possibly not work related).
3. Inform the employee that in worker's compensation cases, any referral or special service must be pre-approved by SPEED's Worker Comp Carrier through SPEED's Business Office.
4. Inform the Program Principal or Supervisor the same day of the incident.
5. Complete the Illinois Industrial Commission **Form 45** within **24 hours**.

Supervisor Procedures:

1. Fill out the **Supervisor's Report** and submit it to Central Office within **48 hours**. Your investigation should contain only facts. Supply photos where indicated, along with any comments made by the injured employee or witnesses.
2. **Before the employee returns to work, he/she MUST bring a physician's release and status disposition form to the SPEED Human Resource or Director of Business/Finance. Only designated Central Office employees have the authority to release staff to return to work in the programs.**