

ADMINISTRATIVE PROCEDURES

GAEA GAC

PERSONNEL STAFF PROTECTION

~~MAY 29, 2002~~

STAFF JOB-RELATED ACCIDENT/INJURY

Job-Related Accidents and Injuries

All administrators are requested to review the following procedures with their staff at the start of the school year. You may incorporate the following information in your presentation.

Job-Related Injuries and Illnesses

All employees are required to report all job-related injuries and illness to their immediate supervisor and complete an Employee Injury Report Form. If medical treatment is required, employees have the option of seeking treatment at one of the approved medical facilities listed below. Any injury involving an employee's head, neck or back must seek immediate medical attention.

APPROVED CLINICS

PROVIDENCE CORPORATE HEALTH
37595 Seven Mile Road
Livonia, MI 48152
(734) 432-6668
Monday-Friday 7:30 a.m.-4:00 p.m.

After 4:00 p.m. for Providence:

Monday-Friday and on weekends, employees may use the Urgent Care Department located next to Providence's Corporate Health Dept.

Urgent Care hours are:

Monday-Friday 4:00 p.m.-10:00 p.m. and on
Saturdays and Sundays 8:00 a.m.-10:00 p.m.

CONCENTRA MEDICAL CENTERS
28196 Schoolcraft Road
Livonia, MI 48150
(734) 425-4600

Monday-Friday 7:00 a.m.-11:00 p.m.
34095 Plymouth Road, Livonia
(734) 513-2000

Monday-Friday 8:00 a.m.-5:00 p.m.

Life Threatening/Emergency Treatment Only

OR AFTER CLINIC HOURS

St. Mary Mercy Hospital
36475 Five Mile Road
Livonia, MI 48154
(734) 464-4800

Follow-up treatment must be with one of the other approved clinics.

Supervisors are asked to contact the Human Resources office at (734) 744-2568 when sending an employee to one of the approved clinics. You will need to provide us with the employee's name, date of injury, and brief details of the injury.

If medical treatment is required on weekends or after our regular office hours, these clinics are instructed to treat our employees and obtain authorization on the next working day. Any employee seeking medical care outside of these approved medical facilities without prior written approval will be personally responsible for any expenses incurred.

Return to work slips from the clinic are to be given to the Human Resources office for approval to return to work. Supervisors should forward the Employee Injury Report Form and clinic slip to the Human Resources office. The District will attempt to accommodate restricted work duty, if possible. Each case will have to be evaluated by the Director of Human Resources.

Your cooperation in administering the district's workers' compensation program is needed and appreciated.

