



**EVERY STUDENT.
EVERY DAY.**

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TO: Staff
FROM: Dan Porter
DATE: April 2011
SUBJECT: Notification of Injury

The process of notification of employee injuries has been changed. Please keep this process for future references.

First Report of Injury Form:

1. The forms for reporting a workman comp injury are located on the school website <http://www.cortez.k12.co.us/education/components/scrapbook/default.php?sectiondetailid=2232&> and are to be completed by the employee and signed by the building principal or director. **Immediately fax it to Amy MacBean at 970-565-2161** so she can report it via internet to Pinnacol. This will allow us to get a claim number immediately. **DO NOT GIVE THE EMPLOYEE AN OPTION OF FILLING OUT PAPERWORK, IT MUST BE DONE, NO EXCEPTIONS.**
2. In the event that Amy is not available the building secretary will fax the First Report of Injury within **twenty-four (24) hours** to Pinnacol Assurance (303-361-5050 or 888-329-2205) **and** Amy (565-2161). **The original is to be sent to the District Office (Attention: Amy).** After the initial procedures, the point of contact will be Amy MacBean.
3. **The appointed building secretary will contact the physician's office and make the first appointment for the injured employee.** The appointment date is to be noted on the fax cover sheet. The District has two worker compensation physicians: Dr. Robert Heyl, 565-4436 and La Plata Family Medicine Associates, 970-259-3110.
4. In the event the appointment cannot be made for that day or the day after the injury (in non-emergency situations), the building secretary will send the employee to the Emergency Room at Southwest Memorial Hospital. The employee must follow-up with one of our providers after the Emergency Room visit.

NOTE: It is the employee's responsibility to report back to the District Office after each physicians visit to turn in any doctor notes and to let us know what the is outcome. The employee must be released from the worker compensation phvsician upon completion of medical treatment.
