

IOSCO RESA EMPLOYEES
WORKER'S COMPENSATION PROCEDURE

The following procedure needs to be followed for all **NON-EMERGENCY** work related injuries.

Any injury that occurs at work needs to be reported to Rena' at Iosco RESA as soon as possible.

If A Staff Member Is Injured at Work and Chooses *NOT* to seek Medical Treatment

- 1) The staff member should inform his/her supervisor of the on-the-job-injury and the circumstances involving the event.
- 2) The supervisor or staff member should contact **Rena' at Iosco RESA** and request a *Employee's Report of Injury* for the staff member to complete and a *Supervisors Report of Accident* for the supervisor to complete. These forms must be completed in case the staff member decides to seek medical treatment for the injury at a later time.

If A Staff Member Is Injured at Work and Chooses *TO* seek Medical Treatment

- 1) The staff member or supervisor must contact **Rena' at Iosco RESA** immediately, **before the staff member sees a physician.**
- 2) **Before seeing a physician** you must get an *Authorization to Treat Form* from **Rena' at Iosco RESA**. Depending on the circumstances the form may be picked up, faxed to the staff member or faxed to the medical facility the staff member anticipates on seeking the medical treatment.
- 3) Do ***Not*** give the medical facility where you are being treated your personal medical insurance information. This will cause problems as far as payment for the treatment between the two separate insurance companies.
- 4) The second page of the *Authorization to Treat Form* must be completed by the medical facility and returned to Rena' Foster at Iosco RESA, along with any correspondence given to the staff member by the physician. Copies will be made and remitted to the Worker's Compensation Insurance.
- 5) An *Employee's Report of Injury* needs to be completed either before or as soon after seeing a physician as well as the *Supervisor's Report of Accident*.

Any questions regarding the billing of the medical treatment for the Worker's Compensation injury can be directed to **Rena' at Iosco RESA**.

*** EDUStaff employees do not use the same paperwork. Please call Human Resources if an EDUStaff employee is injured while working or follow the EDUStaff Employee Worker's Compensation Procedure.**

Rena' Foster, Iosco RESA

989.362.3006 ext. 1125