

# **WORKERS COMPENSATION BENEFITS**

**School District 148 wants you to know...** if you are injured in the course and scope of your employment with the school district you are covered under workers compensation benefits for related medical treatment and medically authorized lost time from work.

## **WHAT TO DO IN THE EVENT OF AN INJURY**

We want to assure that you receive the benefits you are entitled to. In order to facilitate receipt of benefits the following steps have been outlined for you.

- **IMMEDIATELY FOLLOWING AN INJURY, REPORT IT TO YOUR IMMEDIATE SUPERVISOR OR PRINCIPAL**
- **IF YOUR IMMEDIATE SUPERVISOR OR PRINCIPAL IS NOT AVAILABLE, REPORT IT TO THE BUSINESS OFFICE**
- **COMPLETE THE "EMPLOYEE'S REPORT OF INJURY" AS SOON AS POSSIBLE FOLLOWING THE INJURY**
- **THE BUSINESS OFFICE WILL CONTACT THE CLAIM ADMINISTRATOR ON YOUR BEHALF, OR WILL GIVE YOU THE NAME AND PHONE NUMBER OF WHO TO CONTACT**
- **IF YOU ARE MISSING TIME FROM WORK, AN ADJUSTER SHOULD CONTACT YOU WITHIN 48 HOURS. IF NOT, LET PRISCILLA KOZA IN THE BUSINESS OFFICE KNOW YOU HAVE NOT RECEIVED CONTACT**
- **WHEN YOU SPEAK WITH THE ADJUSTER, BE PREPARED WITH INFORMATION ON YOUR PHYSICIAN, AND DETAILS OF THE EVENTS SURROUNDING YOUR INJURY**
- **CALL PRISCILLA KOZA IN THE BUSINESS OFFICE ANY TIME YOU HAVE QUESTIONS ABOUT HOW YOUR CLAIM IS BEING HANDLED**