

Workers' Compensation



VANDALIA BUTLER CITY SCHOOLS **INJURED EMPLOYEE PROCESS**

1. If you are injured at work, immediately notify your supervisor or call the Business Services Office at 415-6417.
2. If your accident/injury is such that you need no treatment or only first aide at the site, you must fill out a District accident report and forward it to the school nurse or to the Business Services Office. (see school office or nurse for this form)
3. If it is a non-threatening injury but you want to have medical attention beyond first aid you will be given an Employee Injury Packet by your supervisor and asked to fill out a “First Report of Injury” (FROI) form from inside the packet. This form will need to be filled out completely, signed and dated by you or the supervisor will complete if you are unable to write.
4. If the injury is debilitating or life threatening, medical assistance will be called immediately.
5. You should seek medical attention from a certified BWC provider. We have arrangements to use:

Kettering Workers' Care North
8701 Old Troy Pike
Huber Heights, OH 45424
(937) 237-6221

You can call to set up an appointment as quickly as possible or call Business Services at 415-6417 and we will set up the appointment. **If you do not use a certified BWC provider there is the possibility that the BWC may not pay any charges that you incur.

6. When you arrive at the medical provider you must notify the provider that this is a work related injury. Present them with the ID card from your packet and give them the MEDCO 14 form, also from your packet, for the provider to fill out and submit.
7. The medical provider will instruct you about returning to work. You are responsible for contacting your supervisor about your return to work status as soon as you possibly can.