



Sue C. Carnell
Superintendent

T.Rose Roane
Human Resources Director

Employee Injury and Illness Reporting

September 2017

Westwood Staff,

Please be advised that Westwood has changed our injury and illness medical service provider to **Suburban Occupational Health** from **Molina Healthcare (Mid-West Medical)** effective immediately. The process for handling injury and illness cases is outlined below.

If an employee is injured at work, they are REQUIRED to go to District's authorized medical clinic for treatment immediately.

1. If necessary, call 9-1-1.
2. Access the "**Employee Injury and Illness**" packet at the building front office, or on the District website at: westwoodschoools.net / Departments / Human Resources, and take the forms to the employee.
3. Call Central Office to notify T.Rose or other staff on duty that an employee has been hurt or has become ill.
4. Have the affected employee or designee complete the "**MAISL Worker's Compensation Fund Incident Report**" form as thoroughly as possible.
5. Any witnesses to the incident and the Building Administrator will also complete the "**MAISL Worker's Compensation Fund Incident Report**" form.
6. Give the injured or ill employee the pre-authorized "**Suburban Occupation Health Medical Authorization Form**" and they should then proceed to clinic for treatment. *The employee may be driven to the clinic by another staff member, if necessary.*
7. Send the "**MAISL Worker's Compensation Fund Incident Report**" to the Human Resources Office in inner-office mail immediately.
8. If the employee refuses medical attention, please still have the employee complete the "**MAISL Worker's Compensation Fund Incident Report**" indicating that they refused treatment and sign the form. Return the form to the Office of Human Resources immediately.

To report an employee injury or illness, or for questions regarding this process, please call:

T.Rose Roane
313-565-3860
Internal Extension: 1003
roanet@wvschools.net

Thank you for all that you do!

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[Facebook.com/WestwoodCS](https://www.facebook.com/WestwoodCS) Twitter @WWCSchools

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