



## HUMAN RESOURCES

District Education Center  
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# INJURY PROTOCOL

### ***You just got injured at work, what happens now.....***

1. You are required to notify your School Principal within 24 hours of an injury and complete the first two pages only of the three-page Accident Report located in all school front office & nurse offices and in the HR section of the MPS district website at [www.mps-edu.org](http://www.mps-edu.org). Your Building Principal completes the third page and returns the original completed accident report to the MPS Human Resources within 24 hours.
2. For non-emergency care, you may go to MedWorks on the 1<sup>st</sup> floor at Marlborough Hospital. MedWorks is open, Tuesdays from 7:00 am – 3:00pm and Thursdays from 7:00am-2:00 pm. Or you may go to AFC Urgent Care located at 42 Boston Post Rd West, Marlborough. AFC Urgent Care is open Monday – Friday from 8:00 am – 8:00 pm. When going to Urgent Care, bring the Urgent Care Authorization form with you (available from your school nurse) or fax it directly to Urgent Care before you go. If you prefer to be seen by your Primary Care Doctor you may do so, but you must notify him/her that your injury is work-related.

There are typically 6 reasons why you would be referred to the Emergency Department.

- “Bonk” on the head; Eye injuries; Deep lacerations; Acute chemical exposures, Electric shock; Back injury where the employee lost bowel or bladder control.
3. Once seen by the physician you must report back to your Principal with a Work Status form from the treating medical professional stating when you are able to return to work with or without restrictions. If you are able to work with restrictions, your Principal will try to make reasonable accommodations; if he/she cannot offer these accommodations for your position, you will be placed out of work. If you are out five days or more, you must notify the Human Resources Dept. as well as your Principal to continue with the workers' compensation process.
  4. Be aware that a representative from FutureComp, the City of Marlborough's third-party claims adjuster or nurse case manager, may contact you regarding your accident.
  5. You are required to keep all scheduled medical appointments, follow-up visits (including therapy recommendations) and return all calls from FutureComp and/or the Human Resources Dept.
  6. You are to keep your Principal or Supervisor updated weekly of your leave dates and/or change in work status (ie: restrictions). Your Principal or Supervisor will need copies of your treating physician's certificate(s) stating the date(s) of your medical disability. Your Principal /Supervisor should also be informed of any subsequent changes in those dates. Failure to provide this information may delay or affect any potential workers' compensation payments.
  7. If you are unable to work for five days or more and are being treated by an outside doctor, you must provide a Work Status medical note from the treating physician stating the need and dates for you to be out of work or providing a clearance note for you with a date to return to work.



*City of Marlborough*  
*Human Resources Department*

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## WORKERS' COMPENSATION INFORMATION



### ***What you should know about Workers' Compensation and the City of Marlborough:***

- The City of Marlborough is self-insured which means we pay our own claims. We use TD FutureComp as our third-party administrator to process our claims and review medical reports.
- FutureComp's telephone number is 855-874-0123.
- We file by the employee's last name and date of injury. If a medical provider asks you for a claim number, please contact the City of Marlborough HR Dept for this information.
- All requests for surgeries, physical therapy, etc. must be approved by the City of Marlborough Human Resources Department or TD FutureComp prior to treatment. If you get treated without our approval, we may not pay the claim.
- All medical notes and reports are to be sent to the City of Marlborough Human Resources Department. Here is the information that should be provide to doctors and hospitals for billing:

Your Claim Number	
WellComp Att: OSC	<u>City of Marlborough's</u>
PO Box 183188	508-460-3705 – office
Columbus, OH 43218	508-481-6354 – fax

- Occasionally a doctor's office or hospital will send a Workers' Compensation bill to your home in error. Should this occur, forward these bills to the City of Marlborough HR office for payment. **If you do not provide the bills, payment cannot be made.**
- The City of Marlborough will authorize payment for a 2<sup>nd</sup> opinion upon request of an employee.
- School employees will not be paid through Workers' Compensation for the first five days of incapacity unless you are disabled for 21 calendar days or more.
- If you are out and disabled for more than 21 calendar days and otherwise eligible for benefits, workers' compensation will pay you, for the period beginning with the date you are out of work, 60% of your gross average weekly wage based on your previous 52 weeks of employment.