

WORK RELATED ACCIDENT/INJURY PROCEDURES

- Immediately notify your supervisor if you have been injured on the job.
- Complete the Incident Report Form and turn it in to your supervisor. Incident report forms can be obtained from each classroom or the ISD office. Report the injury within 48 hours or workers compensation may deny the claim if you need to seek treatment.
- If you need medical treatment you have the following options:

Non-Emergency:

- Bellin Health (Formerly Menominee Medical Clinic) 1100 10th Street, Menominee, MI. 906-863-7897
- Bellin Health Daggett, 106 S. School Road, Daggett MI 49821 906-753-2155
- Aurora Bay Area Urgent Care
Old Peshtigo Road, Marinette, WI. 715-732-0420

Emergency:

- Bay Area Medical Center, 3003 University Drive, Marinette, Wisconsin. 715-735-4200
- If you seek medical treatment, you will need the "Authorization to Treat" form. You can stop at the ISD or contact Janene at 863-5665, Ext 1036 and it will be faxed to the facility. You have a portion to fill out, the medical provider has a portion, and then it comes back to the ISD.
- **DO NOT** seek immediate medical treatment from your family physician, chiropractor, etc.
- **The cost of the first visit is covered - all additional treatments/services beyond initial visit need approval from CCMSI. The patient is financially responsible for all other services unless otherwise authorized.**
- If you have questions regarding the forms or the process contact Janene Salewsky at 906-863-5665 Ext 1036.