



519 W. Kalamazoo Street  
Lansing, MI 48933  
Phone: 517.755.2000  
Fax: 517.755.2009

Dear EMPLOYEE:

We are committed to providing a safe working environment for all employees. Accident and injury prevention are our main goal, but if you are injured while on the job, we want to make sure you receive the care needed to get well again.

We've partnered with WorkHealth to ensure quality medical treatment and a smooth process for workers' compensation claims. Medical treatment outside of WorkHealth may **NOT** be eligible for compensation under the state's workers' compensation law.

WorkHealth  
840 E. Mount Hope  
Lansing, MI 48910  
517-327-5220 Phone  
517-327-9597 Fax

All employees should be familiar with the steps necessary to seek treatment for injuries occurring at work. Our procedure is listed below.

### **When an employee is injured**

- Employee reports accident to immediate supervisor
- If it's not an emergency, employee immediately completes an employee report form and sees an onsite nurse, if available
- Supervisor immediately emails/faxes the employee report form to Suzy Corbin at [suzy.corbin@lansingschools.net](mailto:suzy.corbin@lansingschools.net) or fax to 517-755-2009. Within 24 hours, the supervisor should also submit a completed supervisor's report.
- The supervisor or a member of Human Resources will assure that the employee has the proper authorization to treat.
- After the clinic visit, employees should provide a hard copy of the clinic's activity status report to their supervisor.
- WorkHealth will work with our workers' compensation claim representative to ensure quality of care and approve future visits and prescribed treatments, including physical therapy, diagnostic tests and specialist referrals.
- Suzy Corbin will work with employee's supervisor on restricted work options.

If you have any questions or concerns about these procedures or how workplace injuries are managed, please contact Suzy Corbin, Assistant Director Human Resources at 517-755-2000 or [suzy.corbin@lansingschools.net](mailto:suzy.corbin@lansingschools.net).

Once again, we are committed to the safety of all employees. If you have a safety concern or any ideas for safety improvements, please contact your immediate supervisor. Additional information can be found on our website, [www.lansingschools.net](http://www.lansingschools.net).