



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

Dear Lansing School District Family:

We are committed to providing a safe working environment for all employees. Accident and injury prevention is 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**  
**Phone: 517-327-5220**  
**Fax: 517-327-9597**

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 is not an emergency, employee immediately completes a Worker's Comp Incident Report form and if available, sees an onsite nurse.
- Supervisor immediately emails/faxes the Worker's Comp Incident Report form to Human Resources at [hrdept@lansingschools.net](mailto:hrdept@lansingschools.net) or 517-755-2009. Within 24 hours of the injury, 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 at WorkHealth.
- 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.
- Human Resources will work with employee's supervisor on restricted work options.

Any time an employee is injured an injury report should be completed. On the report the employee must indicate if they are choosing to seek treatment at WorkHealth for their injuries or not seek medical treatment.

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).

If you have any questions or concerns about these procedures or how workplace injuries are managed, please contact the Human Resources Department at [hrdept@lansingschools.net](mailto:hrdept@lansingschools.net) or at (517) 755-2000.