



Employee Injury Procedures

- In the event of an employee injury, they **must** notify the school administrator and complete an incident report and sign a medical release.
- Send the completed forms to Katrina Lanzer klanzer@rhmail.org or Kari Lattimore klattimore@rhmail.org
- If the employee needs to seek medical treatment, please contact Katrina Lanzer or Kari Lattimore to receive preauthorization at Concentra. In the event that they are both unavailable, please contact Sadie Kirell, Director of Nursing.
- Complete Safe Schools Accident Tracking Report
- If the employee works for Kelly Services, Sodexo, or other contracted companies, please have the employee contact the company they work for. (Please still complete Safe Schools Accident Tracking Report.)

Note: Workers' Compensation law states that you must get medical treatment from a doctor designated by your employer, or you may forfeit workers' compensation benefits.

It is important to notify the Insurance & Benefits office prior to seeking medical treatment. Our office needs to ensure it is an injury covered by workers' compensation and to provide authorization to the medical facility.

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