



## MECOSTA-OSCEOLA ISD WORKPLACE INJURY PROCEDURE

Mecosta-Osceola ISD is committed to providing a safe working environment for all employees. In the event of a workplace injury, we want to make sure you receive the care needed to get well again.

We've partnered with Corewell Occupational Health Clinic (formerly Spectrum) to ensure quality medical treatment and a smooth process for workers' compensation claims. Independent medical treatment sought elsewhere may NOT be eligible for compensation under Michigan's workers' compensation law.

All employees should be familiar with the following MOISD procedure when injuries occur at work:

### WHEN AN EMPLOYEE IS INJURED

- Employee immediately reports the injury/accident to supervisor and completes a detailed **employee injury report form**. The MOISD nurse, if available, may be seen for minor treatment as determined by the supervisor.
- Supervisor reviews and signs the injury report form, and immediately emails it to the Human Resources Coordinator, Jessica Ross, at [jross@moisd.org](mailto:jross@moisd.org). If the supervisor determines that the injury requires outside treatment, a phone call should follow the report to ensure that Jessica can arrange timely treatment.
- For non-emergency injuries, an appointment will be made at the Corewell Occupational Health Clinic in Big Rapids. If no appointment is available, the employee may opt to drive to the Greenville or Fremont location (if appointment available) or will be directed to an alternative Corewell Health facility (e.g. emergency department, urgent care).
  - A signed "authorization to treat" form containing claim and billing details will be provided by MOISD. The employee must present this form at check-in.
  - Regardless of where the initial visit occurs, a follow-up appointment will be made with the Big Rapids Occupational Health Clinic.
- After the clinic visit, employees should provide a hard copy of the visit summary report to Jessica Ross, Human Resources Coordinator and/or their supervisor. If work restrictions exist, the employee must **not** return to work until cleared to do so.
- Corewell Occupational Health Clinic will work with our workers' compensation claim representative at CCMSI to ensure quality of care and approve future visits and prescribed treatments, including physical therapy, diagnostic tests and specialist referrals.
- All documentation from appointments must be submitted to Jessica Ross immediately following the appointment.

If you have any questions or concerns about these procedures or how workplace injuries are managed, please contact Jessica Ross, Human Resources Coordinator, at [jross@moisd.org](mailto:jross@moisd.org) or 796-3543, extension 1327.

Your participation is vital to ensuring a safe working environment. If you have a safety concern or any ideas for safety improvements, please contact your immediate supervisor.