

# Reporting Workers' Compensation Related Injuries

## POLICY STATEMENT

In accordance with the Minnesota Workers' Compensation statute, Lake Superior School District provides for the payment of medical expenses and wage loss benefits to eligible employees who experience a compensable work-related injury or illness.

## REASON FOR POLICY

The District is committed to making the workplace a safe and healthy environment, to preventing work-related accidents, and to the treatment, care and return to work of employees injured on the job.

This policy provides information to employees and supervisors about the responsibilities relating to the reporting of work-related injuries.

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## PROCEDURES

### Reporting a Workers' Compensation Injury

#### Employee Responsibilities

- Seek medical attention if injury/illness deems necessary.
- **If an injury is a potential life-threatening emergency, call 911.**
- Promptly notify your Principal/Supervisor/Building Office of the injury as soon as reasonably possible – within 10 business hours (1 work day).
- **Complete a First Report of Injury Form and give it to your Principal/Supervisor/Building Office.** The First Report of Injury form is available in each building office and on the District Website: [isd381.org](http://isd381.org) > STAFF > HR Office > Employee First Report of Injury. [FROI Form](#)
- Keep your Principal/Supervisor and the District Office (Benefits Coordinator) updated on your injury/illness (i.e.: work restrictions, lost days, doctor appointments).
- All additional paperwork (doctor reports) should be given to the District Office (Benefits Coordinator).
- The most important aspect of the First Report of Injury is to fully complete the form and submit it immediately.

#### Principal/Supervisor/Building Office Responsibilities

- Allow employee to seek appropriate medical treatment for injury/illness.
- Provide First Report of Injury Form to be completed by employee. Verify that all information on the First Report of Injury is entered.
- Submit completed form to the District Office (Benefits Coordinator).

## Referring the Employee for Medical Care

Under Minnesota law, an injured Employee has the right to select their own treating physician. At times, the Employee may be required to see a provider selected by the District. Employees should let their doctor know that a workers' compensation claim has been filed.

Forward all medical bills to:           SFM Companies  
  P.O. Box 9416  
  Minneapolis, MN 55440

## Returning the Employee to Work (If there is lost time due to the injury)

The Medical Provider must complete a Report of Workability and provide it to the District Office-Benefits Coordinator. The Report of Workability will indicate when the Employee can return to work and whether job modifications are required to accommodate physical restrictions.

Employees without restrictions can return to their usual work duties upon Report of Workability paperwork submitted to District Office.

If the Medical Provider imposes work restrictions, the District will review the job modifications that are required to comply with the restrictions. Every effort will be made to accommodate the employee's restrictions.

If work restrictions cannot be accommodated, the District can review the work restrictions and find suitable modified work elsewhere within the District for the Injured Employee to do while on restrictions.

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## FORMS/INSTRUCTIONS

The First Report of Injury form is available in each building office and on the District Website: [isd381.org](http://isd381.org) > STAFF > HR Office > Employee First Report of Injury [FROI Form](#)

## CONTACTS

Title	Contact	Phone	Email
<b>Benefits Coordinator</b>	Jean Nelson	218-834-8201, ext 8229	<a href="mailto:jnelson@isd381.org">jnelson@isd381.org</a>
<b>Business Manager</b>	Sara Girard	218-834-8201, ext 8219	<a href="mailto:sgirard@isd381.org">sgirard@isd381.org</a>
<b>SFM Companies</b>	Workers' Compensation Carrier Claims Administrator	800-937-1181	

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