

**DAVENPORT COMMUNITY SCHOOL DISTRICT
WORKER'S COMPENSATION EMPLOYEE INSTRUCTIONS
(For Care & Treatment)**

If you experience a work-related injury or illness...

1. Report to your school office **IMMEDIATELY**.
2. If your injury is life threatening, your nurse or secretary will make arrangements to take you to the closest emergency room or call 911 for assistance.
3. If your injury is not life threatening, the nurse or secretary will make arrangements for you at Concentra to treat your injury. They will give you an Employee Injury Packet which provides all the information needed to successfully treat your injury.

ℓ Included in this packet is the **DCSD's EMPLOYEE'S FIRST REPORT OF INJURY REPORT**. Please fill out this form and return it to the nurse/secretary immediately.
4. On completion of your exam, **you must report to the checkout desk** where you will receive a copy of your Work Status Summary Report. This summary will note any restrictions or follow-up appointments that may be necessary. A copy is also emailed to the DCSD's Human Resource Specialist at the Achievement Service Center (ASC). If a prescription is needed after completion of your exam, you may have it filled at the Concentra Center Pharmacy or you may take it to any Walgreen's Pharmacy.
5. Report back to your building principal/supervisor with your Work Status Summary Report to discuss your treatment and return to work plan. It should be noted that the Davenport Community School District has an active return to work program. If your doctor allows you to return to work with limitations, the district will evaluate your restrictions and attempt to find work for you in your job classification within your physical restrictions somewhere in the district.
6. **DO NOT USE YOUR GROUP HEALTH INSURANCE MEMBERSHIP CARD** if this injury or illness occurred while working or acting in an official capacity for the Davenport Community School District.

If you choose to be treated by any other treatment center and/or physician, you may not qualify for any worker's compensation insurance benefits, and you may be responsible for all medical costs related to this incident. This is in accordance with our state Worker's Compensation statute.

IF YOU HAVE ANY QUESTIONS ABOUT YOUR CARE, TREATMENT,
AND/OR FORMS PROCESSING, CONTACT:

JAIME KROEGER - HUMAN RESOURCE CONTRACT SPECIALIST

LAURA ENGLER - HR GENERALIST

ACHIEVEMENT SERVICE CENTER (ASC)

1702 N. MAIN ST, DAVENPORT, IA 52803

TELEPHONE: (563) 336-7493 or (563) 336-7489 FAX: (563) 445-5988

KROEGERJ@DAVENPORTSCHOOLS.ORG or ENGLERL@DAVENPORTSCHOOLS.ORG

Please Note

If you have reason to be dissatisfied with the care offered, you have the right to contest your employer's choice of physician. This can be done by contacting the Iowa Industrial Commissioner's Office.