



## **2024 DCSD Workers' Compensation Instructions**

Below are the steps staff should take to complete a workplace injury/incident report. Unless it is an Emergency, all Workers' Compensation is evaluated through **Concentra (3540 E. 46th Street, Davenport, IA 52807)**.

### **If you experience a work-related injury or illness:**

1. Report the incident to your supervisor, school nurse or office **IMMEDIATELY**.
2. If your injury is life threatening, your nurse, secretary, or supervisor will make arrangements to take you to the closest emergency room or call 911 for assistance.
3. Complete the Electronic Injury/Incident form: [2024 Incident/Injury Report Form](#)
4. **Only when there is an injury (anything that requires more than first aid) do we call in the claim.** Otherwise it's considered an incident. EMC OnCall Nurse: **844-322-4668**. When in doubt, call it in.
5. All potential bloodborne pathogen and bodily fluid situations should be called in. Also complete the district form for these incidents.
6. Employees are able to do a Telemedicine visit for the first visit, or for minor injuries. This should only happen after they have called EMC. Directions here: [Telemed Information/Directions](#).
7. When scheduling follow-up appointments, it is advised to schedule your appointments in advance, when possible, before/after work hours, or towards the beginning/end of the day to be least disruptive to the day. Otherwise, do a Telemedicine appointment if possible. The Emergency Room should be utilized only in emergency situations.
8. If a prescription is needed, please reach out to Nicole Stroupe, HR Specialist, for the applicable form.
9. Please provide an updated work status to your supervisor and Nicole Stroupe, HR Specialist, after your initial appointment.

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

### **Questions?**

**Nicole Stroupe, Human Resources Specialist**  
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**\*\*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.