

Employee Injury Procedures

Steps to take after the injury

1. The person injured **MUST** fill out an *Employee Report of Work-Related Injury*. The insurance person **MUST** receive this form within **24 hours** of the injury.
2. If the employee wants to go to the med center, the building secretary or principal needs to fill out an *Authorization to Treat* form and send it with them to a Spectrum approved location.
3. The direct supervisor **MUST** fill out a *Supervisor Report of the incident*. The insurance person **MUST** receive this form within **24 hours** of the injury.
4. If an employee goes to Spectrum to be treated, the employee must be released with no restrictions in order to return to work. A doctor's note should be turned into the Insurance department.

Leslie Saip-Ley
Insurance & Benefits Coordinator
Phone: 616.455.4400 x 79913
Fax: 616.455.9767
Email: Leslie.Saip-Ley@Kentwoodps.org