



Work Related Injury Employee Checklist

- Report the injury in a timely manner. Even if you don't think that you will seek medical treatment, report the injury anyways! The **First Report of Injury form** (HR WC Document 01) should be completed by your *nurse or supervisor* immediately and submitted to Heather Davidson, HR Specialist – Leave/Workers' Compensation. You should keep a copy of the completed form as well.
- Sign the **Alliance Acknowledgement form** (HR WC Document 02) and note the date of injury at the bottom of the form.
- Complete an **Election of Leave form** (HR WC Document 03) advising whether you wish to use your available leave for any potential lost time due to the on the job injury. If any time is lost from work, or if you are restricted from work by the treatment facility, you should enter your absence(s) into SmartFind/Time Clock Plus as personal illness. If you decide to seek medical attention after initially declining, you must contact Heather Davidson within 24 hours of seeking treatment.
- If you feels that you may seek medical treatment, have your nurse/supervisor complete **Verification of Reported WC Claim form** (HR WC Document 04) and **Optum First Fill Card** (HR WC Document 05) to take to the clinic or emergency room with you. Review the list of **Workers' Compensation Alliance Treatment Locations** (HR WC Document 06) to select a provider to see for the injury. A full list of Alliance providers can be found under the Find a Doctor link at pswca.org.
- Provide a copy of all medical documentation from the doctor or treatment facility to Heather Davidson. Respond to all communications from McKinney ISD and/or TASB Risk Management Fund. TASB Risk Management Fund will contact you by phone or email with follow-up questions after the claim has been filed.

Heather Davidson - HR Specialist, Leave/Workers' Comp
Email: HDavidson@mckinneyisd.net ♦ Phone: (469) 302-4102
Fax: (469) 302-2811 ♦ Mail: # 1 Duvall Street, McKinney, TX 75069