



Hopkins Public Schools

"Committed to Quality Education for our Children's Future"

400 Clark Street • Hopkins, MI 49328 • (269) 793-7261 • Fax (888) 557-7919 • www.hpsvikings.org

Dear EMPLOYEE:

We are committed to providing a safe working environment for all employees. Accident and injury prevention is our main goal, but if you are injured while on the job, we want to make sure you receive the care needed to get well again.

We've partnered with Ascension Borgess Hospital to ensure quality medical treatment and a smooth process for workers' compensation claims. Medical treatment outside of Ascension Borgess Hospital may **NOT** be eligible for compensation under the state's workers' compensation law.

All employees should be familiar with the steps necessary to seek treatment for injuries occurring at work. Our procedure is listed below.

When an employee is injured:

- Employee reports accident to immediate supervisor.
- If it's not an emergency, employee immediately completes an employee report form.
- Supervisor immediately emails/faxes the employee report form to Katie Jager at katijage@hpsvikings.org. Within 24 hours, the supervisor should also submit a completed supervisor's report.
- Katie Jager will provide the employee with a signed initial authorization to treat form. Employees **MUST** take this form to Ascension Borgess Hospital for initial treatment.
- After the clinic visit, employees should provide a hard copy of the clinic's activity status report to their supervisor.
- Ascension Borgess Hospital will work with our workers' compensation claim representative to ensure quality of care and approve future visits and prescribed treatments, including physical therapy, diagnostic tests and specialist referrals.
- Katie Jager will work with employee's supervisor on restricted work options.

If you have any questions or concerns about these procedures or how workplace injuries are managed, please contact Katie Jager at 269-793-7261 or katijage@hpsvikings.org.

Once again, we are committed to the safety of all employees. If you have a safety concern or any ideas for safety improvements, please contact your immediate supervisor.

Hopkins High School
333 Clark Street
Hopkins, MI 49328
(269) 793-7616

Hopkins Middle School
215 Clark Street
Hopkins, MI 49328
(269) 793-7407

Hopkins Elementary
400 Clark Street
Hopkins, MI 49328
(269) 793-7286

Sycamore Elementary
2163 142nd Avenue
Dorr, MI 49323
(616) 681-9189