

## Menifee County Schools

### Procedures for Worker's Compensation

For the 2018-2019 school year, we will have a new worker's compensation agency. We will be with the Personnel Cabinet with the state. Ms. Moore and I just met with them to determine procedures for next year. I am listing procedures for any worker's compensation claims and updated Staff Accident Reports. These will be available to all secretaries, principals, nurses and other related staff members.

#### At the time of accident

1. Prepare a Staff Accident Form now titled First Report of Accident or Illness.
2. Have employee sign the Signature page
3. Fill out the Medical Waiver and Consent that allows medical provider to disclose information to our worker's compensation agency.
4. Send all three pages to central office copy to Ms. Moore and Ms. Bartley
5. Give employee a copy of the Report of Medical Status, Notice of Designated Physician and Temporary Prescription ID form to give to the doctor. (3 forms)

The employee will give the 3 forms to the clinic or hospital when they go in.

Any other forms will be sent by insurance or can be obtained from the Personnel Cabinet website.

<https://personnel.ky.gov/pages/workerscomp.aspx>