

SPEARFISH SCHOOL DISTRICT WORK-RELATED INJURY PACKET

- Promptly report any injury to your Supervisor or Principal
- Evaluate the need for immediate and/or emergency treatment

- **IF NO TREATMENT IS NECESSARY,**
 - Complete a **South Dakota Employer's First Report of Injury form and an Employee's Report of Injury form.**
 - Send both forms to the Business Office **WITHIN 3 DAYS.**
 - These forms will be sent to Claims Associates, Inc. (the claims administrator for Associated School Boards and Spearfish Schools).
 - You may receive a follow-up call or e-mail regarding your injury.

- **IF IMMEDIATE TREATMENT IS NECESSARY,**
 - **NON-EMERGENCY CARE** - contact a Rehab Associates (RA) triage nurse **BEFORE** seeking medical care by calling (877)-337-2156. The RA nurse will assist you with coordinating medical care.
 - **EMERGENCY CARE**, contact the RA nurse (877-337-2156) as soon as you are able to after you have sought medical treatment.
 - Ask for a Return to Work (RTW) form or note from the doctor. A copy should be sent or faxed to the Business Office and a copy given to your Supervisor. Fax # is 605-717-1200.
 - Complete a **South Dakota Employer's First Report of Injury form and an Employee's Report of Injury form.**
 - Send both forms to the Business Office **WITHIN 3 DAYS.**
 - These forms will be sent to Claims Associates, Inc. (the claims administrator for Associated School Boards and Spearfish Schools).
 - You may receive a follow-up call or e-mail regarding your injury.

PLEASE NOTE: SD WORKERS' COMPENSATION LAW STATES THAT EMPLOYEES HAVE THE RIGHT TO MAKE THE INITIAL SELECTION OF A MEDICAL PROVIDER. ANY REFERRAL TO ANOTHER MEDICAL PROVIDER MUST BE PRE-APPROVED.

- **SUGGESTIONS FOR MEDICAL CARE:**

- ***Your personal physician / primary care physician**

- ***Monument Health Spearfish Clinic**

- (strains /sprains, lacerations, back pain—unless paralysis is involved)

- 1420 N. 10TH Street Spearfish, SD 57783

- (605) 717-8595

- Monday-Thursday 8:00 a.m. - 7:00 p.m.

- Friday 8:00 a.m. - 5:00 p.m.

- Saturday 9:00 a.m. - 3:00 p.m.

***Monument Health Spearfish Hospital & Emergency Care**

(injuries that involve chest pain, blood and body fluid exposure, open fracture of a limb, broken bone, eye injury)

1440 N. Main Street Spearfish, SD 57783

24-hour service

- **A Supervisor or another employee should accompany you, whenever possible, to the Clinic or Emergency Room or other arrangements should be made. Supervisors should notify Business Office as soon as possible of an employee needing treatment.**

- **Ask for a Return to Work (RTW) form or note from the doctor. A copy should be sent or faxed to the Business Office (605-717-1200) and a copy given to your Supervisor. Be sure to inform and discuss with your Supervisor any limitations or restrictions your medical provider may have given you. If you are not able to return to work, contact your Supervisor and the Business Office as soon as possible.**

- **Every attempt will be made to provide transitional modified duty assignments to employees who have sustained a work-related injury which prevents them from performing the full range of their regular duties. We believe that modified duty tasks facilitate the transition back to full duty work.**

- **Please communicate regularly with your Supervisor and the Business Office regarding your injury. Your assistance is vital to this process.**