



## Insurance and Benefits

Laney Burris Insurance and Benefits Manager

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### Workers' Compensation – Supervisor Procedures

**The following procedures have been established to assist you in the event of any work-related injury or illness. If you have any questions, ask your designated representatives listed below, located in the Insurance and Benefits Department, or visit Rock Hill Schools' Workers' Compensation website at [www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us) for more information.**

- Once the employee has reported an injury/accident to you, immediately contact the school district's designated representative located in the Insurance and Benefits Department.
- If the employee needs to seek medical treatment and it is an injury covered by workers' compensation, the designated representative will submit authorization for medical treatment.

***Note: Workers' Compensation law states that you must get medical treatment from a doctor designated by your employer or you may forfeit workers' compensation benefits.***

- If the injury occurs and medical treatment is needed, send the employee to the Concentra Urgent Care for treatment. Please contact the designated representative the next business day to report the injury/accident.
- The employee must complete the Incident Report and Medical Information Release Authorization Form whether the employee needs to seek medical treatment. The forms need to be submitted to you and the designated representative as soon as possible, but no later than 24 hours after the injury/accident or the next business day.
- The employee must notify you and the designated representative of any follow-up medical appointments relating to the injury/accident.
- If the person works for SCECG, Kelly Services, Southwest Foodservice Excellence (SFE), or Budd Group, please ask them to contact the company in which they work for to report the injury.
- If the person is not a district employee, please fill out the Student/Visitor/Volunteer Accident Report online.
- An employee that is given a prescription may come to the Central Office to pick up a prescription card from the designated representative located in the Insurance and Benefits Department or request it to be sent through the "Pony" to the school.