

# Memo

TO: All Employees

FROM: Erica Branscum, Deputy Superintendent of Talent Management

**SUBJECT: EMPLOYEE INJURIES**

The worker's compensation insurance company for Mapleton Public Schools is CCMSI, P.O. Box 4998, Greenwood Village, CO 80111. (1-888-428-4671)

The procedures for a work-related injury are as follows:

- 1) Report the injury immediately to immediate supervisor and/or building administrator who will **report the injury to Sarah Martinez, HR Manager**. If the HR Manager is unavailable, please contact the HR Executive Secretary at 303-853-1007 and ask to speak with someone in HR.
- 2) The Human Resource Office will authorize an appointment with the designated facility and the physician will determine the type of injury and treatment required. Authorized physicians and facilities are listed below.
- 3) Injured employees must complete the **(1) EMPLOYEE STATEMENT OF INJURY/ACCIDENT REPORT** and the **(2) WORKERS COMPENSATION DESIGNATED PROVIDER FORM**. The supervisor should complete the **ACCIDENT/INCIDENT INVESTIGATION REPORT**. Any witnesses to the incident should complete **WITNESS STATEMENT FORM**. All required WC forms can be found on the Human Resources Department [website](#). Forms may be faxed to Human Resources at (303) 853-1092. All original forms must be sent in district mail to your Human Resources Representative.
- 4) *If employee refuses treatment, the employee should complete the **MEDICAL TREATMENT REFUSAL FORM**.*
- 5) In an emergency, an employee may seek medical attention at nearest emergency facility, assuring that the facility is provided with the CCMSI address for billing. Employee will need complete above noted forms and follow up with a Designated Provider once released from care.

The following are the **only** authorized designated physicians or facilities:

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| <p><b>Colorado Occupational Medical Partners</b><br/>         9025 Grant Street, Suite 200<br/>         Thornton, CO 80229<br/>         303.292.0034</p> <p>Bryan T. Alvarez, M.D.</p> | <p><b>Injury Care Associates &amp; Occupational Medicine</b><br/>         9351 Grant St., Suite 600<br/>         Thornton, CO 80229<br/>         720.531.8377</p> <p>James Fox, M.D.<br/>         Richard Pompei, D.O.<br/>         Dee Jay Beach, D.O.</p> |
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**In cases of emergency, employees may seek medical treatment at any nearby hospital.**