



Work Injury Management

CLAIMS MANAGEMENT CONTACT

Annette Shane
Grand Forks Park District
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INJURY PROCEDURES

NO MEDICAL ATTENTION BEING SOUGHT:

1. Apply basic first aid if necessary.
2. **Notify your supervisor *immediately*.**
3. **Notify Annette/Office by next business day *morning* to complete forms needed.** WSI ***“Incident Report”*** must be filed “on-line” by 5:00 p.m. the next business day.

EMERGENCIES AND INJURIES REQUIRING MEDICAL ATTENTION:

1. Go to nearest hospital if injury is an emergency or seek proper medical attention with Park District’s Designated Medical Provider (DMP). Notify care provider this is a worker’s comp injury.
2. If treated at the emergency room, follow-up treatment must be with the Park District’s DMP.
3. Medical attention must be provided by the Park District’s DMP unless opting out prior to injury.
4. **Notify your supervisor *immediately*.**
5. **Notify Annette/Office by next business day *morning* to complete forms needed.** WSI ***“First Report of Injury”*** must be filed by 5:00 p.m., the next business day.
6. **Workability report must be turned into Annette/Office from treating doctor before returning to work.**

DESIGNATED MEDICAL PROVIDER (DMP)

We are participating in the North Dakota (WSI) Work Force Safety & Insurance’s Risk Management Program. This allows us to designate health care providers to treat your workplace injuries and illnesses. **WSI may not pay for medical treatment** to another provider unless; 1) this is emergency treatment, 2) you are referred by the Park District’s DMP, or 3) you **notify us in writing prior to an injury** that you want to be treated by a different medical provider. If there is no individual provider on file, employee must be treated by the Park District’s DMP for the first 30 days before requesting to treat elsewhere. *The Park District has the right to require an evaluation through its DMP at any time.*

Designated Medical Provider for the Grand Forks Park District is:

- Altru Health System (701) 780-6000 1000 S Columbia Rd