



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. **Park District's Incident/Near Miss Report* needs to be completed and turned into supervisor.**
4. **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. [Please note: You now have up to 14 calendar days of the date of injury to seek medical attention and file a "First Report of Injury". WSI will still pay the \$250.00 medical assessment fee because an incident report was filed].

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. **Park District's Incident/Near Miss Report* needs to be completed and turned into supervisor.**
6. **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.
7. *Workability report must be turned into Annette/Office from treating doctor before returning to work.*

*Park District's Incident/Near Miss Report can be found on our website: gfparks.org (employee resources)

WSI ON-LINE REPORTING

- ⇒ Go to workforcesafety.com
- ⇒ Select Quick Links
- ⇒ Choose "**Report an Injury**" (medical attention) or "**File an Incident Report**" (no medical attention)
- ⇒ Company Name "**Grand Forks Park District**" (account number not needed for search)
- ⇒ Follow instructions ⇒ **Print** ⇒ **and Give to Annette for processing by next business day**

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