

EVERY EMPLOYEE SHOULD KNOW

Act 862 of 1993 requires school districts to provide workers' compensation coverage for all employees. Our district has joined the Arkansas School Boards Association (ASBA) Workers' Compensation Trust Program. The third party administrator is Arkansas School Boards Association. Their address is P.O. Box 165460, Little Rock, AR 72216. If you have any questions regarding a workers' compensation claim, please call 479-785-2501 for Angie Davis, extension 1218 or Kelly Davis, extension 1219.

The following steps must be followed when a job related injury occurs. Failure to do so may result in your claim for workers' compensation being denied.

1. Notify your building principal or supervisor immediately. The injured party must call 1-855-769-7900 and report the claim.
2. The employee will be provided Form N, Employee's Notice of Injury, which must be completed even if medical attention is not required.
3. If medical attention is needed, **IMMEDIATELY** call 479-785-2501 for Angie Davis, extension 1218 or Kelly Davis, extension 1219. An appointment is required and will be made with the designated physicians, Dr. Holder or Dr. Clark, at Occupational Medicine, 4300 Regions Park Drive.

AN UNAUTHORIZED PHYSICIAN VISIT COULD RESULT IN A DENIED CLAIM.

Injuries occurring after 4:00 p.m. or when Occupational Medicine is closed should be treated at Mercy Convenient Care, 4600 Towson Avenue, 479-274-6900.

Emergencies should be treated by Mercy Emergency Room with follow up care the next day by Dr. Holder or Dr. Clark.

Workers' Compensation benefits for lost wages are not payable in addition to sick leave.

No workers' compensation coverage is available for voluntary time on our campuses.