

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 Angelica Hernandez, extension 91396 or Angie Davis, extension 91218.

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. Online reporting can also be done at www.arsba.org/page/insurance
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 Angelica Hernandez, extension 91396 or Angie Davis, extension 91218. An appointment is required and will be made with the designated physicians, Dr. Cheyne 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 MedExpress, 4600 Rogers Avenue, 479-494-7443. Angelica Hernandez will still need to be notified, if possible, before going to MedExpress.

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