

EDUStaff EMPLOYEES

Medical Treatment Required

- Report accident to immediate supervisor
- If not an emergency, employee completes the First Report of Injury form
- Supervisor completes the Authorization for Treatment form and submits it to FPS Human Resources along with First Report of Injury form
- FPS Human Resources notifies EDUStaff

Clinic Information:

Ascension Macomb-Oakland Hospital
27351 Dequindre Rd. Madison Heights, MI 48071
Phone: 248-967-7000 Fax: 248-967-7716
Hours: Monday – Friday 7:30 a.m. – 4 p.m.
After Hours: Go to Emergency Room

NOTE: If it is necessary for the employee to use the emergency room, the employee MUST state this is a WORK INJURY. If employee is invoiced directly for any service at the ER related to the work injury, please contact HR directly.

Medical Treatment Refused

- Employee reports accident to immediate supervisor
- Employee completes First Report of Injury form and signs Refusal of Treatment
- Supervisor sends injury report and signed refusal of treatment to FPS Human Resources
- FPS Human Resources notifies EDUStaff