

Dear Fitz Fam:

We are committed to providing a safe working environment for all employees. Accident and injury prevention are our main goal, but if you are injured while on the job, we want to make sure you receive the care needed to get well again.

We've partnered with Beaumont to ensure quality medical treatment and a smooth process for workers' compensation claims. Medical treatment outside of Beaumont Facilities may NOT be eligible for compensation under the state's workers' compensation law.

Beaumont Urgent Care - Warren East
28550 Schoenherr Rd
Warren, MI 48088
586-480-1685
Open 7 days a week 8:00 am - 8:00 pm

If you need care after hours you may go to any emergency room. The closest ER to Fitzgerald Public Schools is Ascension Macomb-Oakland Hospital in Warren, located at 11800 Twelve Mile Rd, Warren, MI 48093. Phone: 248-967-7000

NOTE: If it is necessary for employee to use 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.

All employees should be familiar with the steps necessary to seek treatment for injuries occurring at work. Our procedure is listed below.

When an employee is injured

- Employee reports accident to immediate supervisor
- If it's not an emergency, the employee immediately completes an employee injury report form.
- Supervisor immediately emails/faxes the employee injury report to Human Resources at hr@myfitz.net or fax to 586-620-6064.
- Once notified, Cristal Koehn-Socia or Regan Galloway in the Human Resources Office will complete an online Beaumont Authorization before the employee is sent to be treated.
- After the clinic visit, employees should provide a hard copy of the clinic's activity status report to their supervisor.

Beaumont will work with our workers' compensation claim representative to ensure quality of care and approve future visits and prescribed treatments, including physical therapy, diagnostic tests and specialist referrals.

Human Resources will work with employee's supervisor on restricted work options.

Any time an employee is injured an injury report should be completed. On the report the employee must indicate if they are choosing to seek treatment at Beaumont for their injuries. If an employee who did not wish to seek treatment decides they'd like to be seen at Beaumont, within 36 hours of their injury, please contact Cristal Koehn-Socia or Regan Galloway in the Human Resources Office for Authorization. Treatment will not be authorized after 36 hours post injury.

If you have any questions or concerns about these procedures or how workplace injuries are managed, please contact Regan Galloway or Cristal Koehn-Socia, at 586-757-1751.

Once again, we are committed to the safety of all employees. If you have a safety concern or any ideas for safety improvements, please contact your immediate supervisor.