

## **WORK INJURY Administrative Guideline**

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 Ascension Michigan at Work to ensure quality medical treatment and a smooth process for workers' compensation claims. Medical treatment outside of Ascension Facilities may NOT be eligible for compensation under the state's workers' compensation law.

Our partner facility for Occupational Injuries is below:

Ascension Macomb-Oakland Hospital, Madison Heights  
27351 Dequindre Rd.  
Madison Heights, MI 48071  
Phone: 248-967-771  
Fax: 248-967-7716  
Hours: Monday - Friday 7:30 a.m. - 4 p.m.

After hours injury care is available in the Emergency Room at Ascension Michigan Hospitals.

NOTE: If it is necessary for employees 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 the accident to their immediate supervisor.
- If it's not an emergency, employee immediately completes an employee injury report form.
- Supervisor immediately emails or faxes the employee injury report to Human Resources at [hr@myfitz.net](mailto:hr@myfitz.net) or fax to 586-620-6064.

- The supervisor or a member of Human Resources will assure that the employee has the proper authorization to treat at Ascension.
- The supervisor will complete a supervisor report form and send it to Human Resources.
- After the clinic visit, employees should provide a hard copy of the clinic's activity status report to their supervisor.
- Ascension 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 Ascension for their injuries. If an employee who did not wish to seek treatment decides they'd like to be seen at Ascension, within 36 hours of their injury, please contact Human Resources for approval.

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