

Marion School District

EMPLOYEE ACCIDENT PROCEDURES

The following procedures are applicable to all employee accidents. Remember, although submitting an online accident report is very important, your health is our first priority! Do not hesitate to seek professional care for a medical emergency. The accident report should be completed by the injured/affected employee, however, if necessary, another employee can complete the report with the assistance of the affected employee. If you have any questions about accident reporting or obtaining medical attention, please call the Senior Assistant Superintendent's Office at 739-5100.

FOR ALL ACCIDENTS, DO THESE 2 THINGS

1. Submit an online accident report

- Go to the Marion School district website (www.ms3.org)
- Click on the PublicSchoolWORKS button (near the bottom of the page)
- Click on Report an Employee Accident (under Health & Safety)
- Click on Submit Accident Report
- Enter all information and submit your report

2. Print, sign and send Form AR-N to the administrative offices

This form is available (and automatically filled out) on the screen page right after you submit your online accident report. Just click the "Print AR-N" button. Keep a copy for your records.

IF YOU'RE GOING TO THE DOCTOR

3. Call the administrative offices at 739-5100

Regardless of when you go to the doctor (whether immediately or later), the district must call to arrange care.

4. Print the Authorization for Medical Care

This form is also available on the screen page right after you submit your online accident report, OR on the online accident reporting home page, OR from the administrative offices. Give the form to the doctor. After the doctor completes the form, return it to the administrative offices.

In an Emergency:

A visit to any medical provider in an emergency is covered for a work-related compensable injury.

All Other Visits:

Employees must go to: Dr. Trent Pierce
 301 W. Polk
 West Memphis, AR 72301
 735-0833

Dr. Pierce is convenient to our employees and specializes in work-related injuries, treatment and follow-up, including proper reporting, transitional work, physical therapy, and other occupational services. If an employee obtains medical care for a work-related injury from a medical provider other than Dr. Pierce, workers' compensation insurance may not cover the costs and the employee may have to pay for the services.