

Lee's Summit R-VII School District WORK RELATED INJURY INFORMATION

The Lee's Summit R-7 School District is a member of a self-insurance pool Missouri United School Insurance Council (MUSIC), which provides Workers' Compensation coverage within the state of Missouri. The claims are administered by Gallagher Bassett Services on behalf of the District. Workers' Compensation is basically *no* fault insurance for injuries that are sustained while employees are within the course and scope of employment, subject to applicable Missouri law. Benefits for injuries determined to be compensable include payment for medical treatment, payments for lost wages, and if applicable, payments for permanent handicaps. These benefits are explained in more detail below.

Please note: For *serious or life threatening injuries*, call 911 or transport the injured employee to the nearest emergency room, Lee's Summit Medical Center, or Saint Luke's East Hospital. Contact the District's Workers' Compensation Office as soon as reasonably practical, 816.986.1049, 816.986.1048, or 816.329.9353. After hours: 816. 329.9353, Fax: 816.986.1168.

STEPS TO FOLLOW FOR NON-LIFE THREATENING WORK RELATED INJURIES:

1. Directly report an injury to your immediate supervisor.
2. Complete the "Employee Injury-Incident Report", if physically able to do so. File the report with the District's Workers' Compensation Office, within Business Services, at the Stansberry Leadership Center, 301 NE Tudor Road, Lee's Summit, MO 64086, 816.986.1049, 816.986.1048, or 816.329.9353. After hours: 816. 329.9353, Fax: 816.986.1168. By Missouri Law, the District has the right to direct medical care for work related injuries. The District is not responsible for payment of any unauthorized medical treatment or treatment provided by a personal physician. Should you receive any bills for authorized work related injury medical treatment, please forward these to the District's Workers' Compensation Office in Business Services at Stansberry Leadership Center, 301 NE Tudor Road, immediately.
3. Injured workers should first visit the building's Health Room, if available. If medical treatment beyond first aid is required, contact Charlie Minton (986.1049) or Sara McMillin (986.1048 or 329.9353) to obtain an appointment time at the Complete Health & Wellness Center. Staff in the District's Workers' Compensation Office will forward a completed "Treatment Authorization Form" (Form A) to the health and wellness center. You will be directed to the **Complete Health & Wellness Center** for the initial evaluation. The Complete Health & Wellness Center is located at 600 NW Murray Road, Suite 103, Lee's Summit, MO 64081. The business hours for Complete Health & Wellness Center are: Monday – Thursday, 7 am to 11:30 am and 12:30 pm to 6 pm, Friday, 7 am to 12 pm, Saturday, 8 am to 11 am, Sunday, Closed. 24/7 Phone: 1.877.423.1330. For safety reasons, please have someone transport you to the health and wellness center.
4. If treatment at the Complete Health & Wellness Center is unavailable or not appropriate for the injury, authorization is needed and will be provided through the "MUSIC Workers' Compensation Treatment Authorization" (Form E). (Note: this form will be used for treatment at all locations other than the Complete Health & Wellness Center and will be provided by the District to the provider - employees DO NOT need the form to obtain treatment). Employees will be directed to Corporate Care, 805 NE Rice Road, Lee's Summit, MO 64086, Phone: 816.554.1518, during regular business hours (Monday-Friday, 8 am to 5 pm). After Corporate Care's regular business hours, injured employees should seek treatment at CareNow, located at 228 NW Oldham Parkway, Lee's Summit, MO 64081, P: 816.600.4075 or The Urgency Room, 2741 NE McBaine Drive, Lee's Summit, MO 64064, 816.554.2600. For safety reasons, please have someone transport you to the medical facility.

5. For the first prescription filled related to an injury, complete the bottom portion of the "First Fill Information Missouri United School Insurance Council" (Form D) and take it to a pharmacy. This form is available from the Complete Health & Wellness Center, or the District's Workers' Compensation Office. This form allows you to receive a prescription at no cost.
6. If additional medical services beyond the initial evaluation are needed, pre-authorization is required. Pre-authorization may be available from the staff at the Complete Health & Wellness Center or from the District's Workers' Compensation Office (816.986.1049, 816.986.1048, or 816.329.9353. After hours: 816. 329.9353).
7. Your initial evaluation at a medical facility is considered time worked if the visit occurs during regular working hours. However, follow-up appointments, including physical therapy, if applicable, require the use of personal or vacation leave if scheduled during regular working hours.

PAYMENT FOR LOST WAGES

Some injuries may keep you from working temporarily. You may be eligible to receive "temporary total disability" (TTD) payments until the authorized treating physician indicates you are able to return to work. Temporary total disability is paid at 2/3rds of your average weekly wage and is not subject to federal, state or social security taxes. TTD payments do not begin until you are off work the fourth scheduled working day. The first three missed working days require employees to use personal time or take a dock in pay. Injured employees may be accommodated with modified or alternative job duties based on work restrictions. Regular wages are paid during periods of accommodation with modified or alternate work.

The District will continue the contribution to the employee's health and or dental coverage, if applicable during the time the employee is unable to work. If an employee's pay includes deductions for health, dental or vision coverage, the employee is required to pay their portion of the premium to the District by the 20th of each month. Employees will be notified in writing of any amounts that are due to the District for insurance premiums. Employees will also continue to accrue leave during the time they are receiving TTD payments. If an employee chooses to apply for retirement service credit for the period of time that he/she is unable to work, the employee will be required to pay their portion of the retirement and the District will match the retirement contribution. The request to apply for retirement service credit must be completed within two (2) years from the end of the school year in which the work related injury absence occurs. For questions regarding retirement service credit, please contact the District's Benefit and Wellness Coordinator at 816.986.1048.

ADDITIONAL BENEFITS

If there is a permanent handicap involved with your injury, the treating physician will advise that you have sustained a permanent partial (referring to a portion of the body) disability relative to your injury and provide the claims administrator with his opinion of the amount of disability sustained. Your claim would then be set by the Division of Workers' Compensation. A lump sum settlement may be made based upon the information provided by the treating physician.

ADDITIONAL QUESTIONS OR ASSISTANCE

District's Workers' Compensation Office, within Business Services, at the Stansberry Leadership Center, 301 NE Tudor Road, Lee's Summit, MO 64086, 816.986.1049, 816.986.1048, 816. 329.9353. After hours: 816.365.2821, Fax: 816.986.1168.

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