

**NORTHWEST ALLEN COUNTY SCHOOLS
13119 COLDWATER ROAD
FORT WAYNE, IN 46845**

August 11, 2023

To: NACS Employees
From: Brandon Basham, Chief Financial Officer
Re: Procedure for receiving treatment for job-related injuries

If you are injured at work while performing your assigned duties, you must notify your supervisor immediately. All injuries should be reported even if they seem to be minor at the time. Do not wait a couple of days to see if symptoms develop or progress. Once your supervisor is notified of your injury, first aid will be provided, OSHA/Workman's Comp paperwork will be initiated, and, if deemed necessary, you will be sent for evaluation and treatment. A referral slip will be sent with you authorizing evaluation and treatment at the following facility:

- Parkview Occupational Health – Fort Wayne-North
3978 New Vision Drive
Fort Wayne, Indiana 46845
(in the New Vision Professional Center on the Parkview Regional Medical Center campus)
Telephone Number: 672-4680
Hours: Monday, 7 a.m. to Saturday, 1 p.m.; Closed Sunday

If this facility is closed, you must go to:

- Parkview Regional Medical Center Hospital, a 24-hour facility located at Dupont and Diebold Road.

*** Failure to follow the above procedure could result in your claim being denied.

After you have been seen at one of these facilities, you must provide the corporation with a return to work slip. You will not be allowed to return to work until this form has been received.

If your injury occurs at a time when your school's office is closed, you must immediately notify your supervisor of your injury. He/She will tell you where you can get a referral slip. Again, you must go to Parkview Occupational Health – Fort Wayne-North on New Vision Drive. If this facility is closed, you must go to Parkview Regional Medical Center Hospital. It is your responsibility to notify the person responsible for completing the Workman's Comp forms on the next day that the office is open, so that the appropriate paperwork can be completed in a timely fashion. After receiving treatment, you must provide the corporation with a return to work slip before you will be allowed to resume your duties. If your injury is an emergency, call 911.

Building representative responsible for Injury/Illness Recording:

Arcola	Kim Barroquillo	Maple Creek	Lisa Hippensteel
Carroll High	Trina Hile	Natatorium	Heather Kresl
Carroll Middle	Jill Glass	Oak View	Emily Nees
Cedar Canyon	Lynda Myers	Perry Hill	Kathy Dougald
Eel River	Karen Westrick	Aspen Meadow	Amie Schweitzer
Freshman Center	Ann Kline, R.N.	Administration Office	Anissa Hatch
Hickory Center	Holly Allen	OLC and YSC	Anissa Hatch
Huntertown	Angie Turner	Transportation Center	Lori Forker

If you have any questions regarding this information, call Anissa Hatch at 637-3155.