



South Washington County Schools

Theresa Lenarz, Assistant Director of Human Resources

District Service Center

7362 E Point Douglas Rd S

Cottage Grove, MN 55016

Phone: 651-425-6279 Fax: 651-425-6258

What to Do When an Employee Reports A Work Place Injury

1. Assess and respond to employee's medical needs

- ✓ For emergencies, call 911 and inform Human Resources
- ✓ For non-emergency medical situations, the following clinics are designated for work related injuries:

Allina Medical Clinic
Cottage Grove
8611 W Point Douglas Rd S
Cottage Grove, MN 55016
651-458-1884

Allina Medical Clinic
Woodbury
8675 Valley Creek Rd
Woodbury, MN 55125
651-241-3000

Health Partners
Cottage Grove Clinic
7500 80th Street South
Cottage Grove, MN 55016
651-415-4100

Health Partners
Woodbury Clinic
8450 Seasons Parkway
Woodbury, MN 55125
651-702-5300

✓ After hours medical guidance is available 24 hours/day, 7 days a weeks by calling the HealthPartners CareLine 952-883-5484 (Metro) 1-888-544-5484 (Toll free)

2. Request employee to complete the Employee Injury Report Form immediately

- If employee is unable to complete the Injury Report, supervisor/health office staff should complete
- Ensure that the supervisor is aware of incident and signs form
- **Fax** completed Injury Report to Benefits at **651-425-6258 within 24 hours!!**

3. Provide employee with the following documents:

- Employee Injury Report Form
- What to do if You are Injured at Work
- Worker's Compensation Insurance and Sample Workability Report

4. If employee seeks medical attention, employee **must** obtain a signed Workability Report from the health care provider and submit to the health office/supervisor within 24 hours. Employees must receive a Workability Report at **each** clinic visit. The health office/supervisor should fax this report to Benefits at 651-425-6258 immediately upon receipt. If employee has work restrictions or is unable to work, contact Theresa Lenarz in Human Resources at 651-425-6279.

5. Employees who miss work due to this injury, should submit their absences in ERMA. Supervisors should follow up to ensure absences are reported. Employees who normally request a substitute (teachers, paraprofessionals, office professionals and kids club) should continue to do so and supervisors should follow up to ensure coverage.

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