



Yadkin County Schools

Learn Today, Lead Tomorrow

Date: August 24, 2016
To: Principals, Donald Hawks, Rickey Oakes
From: Marea Sanos, Benefits Director
Re: Workers' Compensation Procedures

Please read the procedures below so you know how to handle workers' compensation injury claim forms.

On our Yadkin County School Website you will find: **Form 19** – Employer's Report of Employee's Injury Or Occupational Disease To The Industrial Commission, Employee's Statement for the employee to complete, the Supervisor Report of Employee Accident Investigation Report and Preferred Provider List.

Unfortunately there are times when an injury occurs on the job. If an employee is injured on the job, Form 19 must be completed. I must receive the information from you, and file Form 19 to the appropriate carrier for determination. We are under time constraints to do so. **Please keep in mind: No one with Yadkin County School System has the authority to make the determination if an injury is workers' compensation. The insurance carrier is responsible for making such a determination.**

Our timeframe to follow: Form 19 completed and sent to me within two (2) days of the occurrence.

Also send the Employee Statement and the Supervisor Report of Employee Accident as soon as possible (within a few days).

Establish the process for your site as to who will complete, sign/date, and fax Form 19 to me. You need to determine who will complete the Form 19 as well as who will serve as the back up to ensure forms are completed and faxed timely. This person needs to investigate the occurrence to be able to answer the relevant questions on the Form 19 and the Supervisor Report of Employee Accident. As soon as you are aware of an occurrence, the process should begin. Fax completed Form 19, Employee Statement and Supervisor Report of Employee Accident to me. Please call or email to let me know of the injury and forthcoming fax.

Give the Employee's Statement to the injured employee to complete, sign and date. If you are able to send the Employee's Statement and Supervisor Employee Accident Report along with the Form 19, please do so. You do not have to have the Employee's Statement completed before sending in the Form 19 and Supervisor Report of Employee Accident. The Employee's Statement may be completed and submitted within a few days after the occurrence.. If you have not received the Employee's Statement from the employee within a few days, follow up with the individual and send the statement to me.

The procedures above should be followed at each site for all employees at that site, including assigned bus drivers.

EXCEPTION: For School Food Service at each location - the School Food Service Manager of each site is responsible for the completion of Form 19 and all other forms. Call Cindy Marion to notify her of the incident, and fax all forms to Cindy Marion. She will then give me the forms to report the incident.

I hope this information will help simplify worker's compensation procedures for you. Remember: We must have the completed Form 19 faxed within two days. FYI - Melinda Reich is my backup person.

Cc: Dr. Todd Martin
Chris Lyon
Assistant Principals
School/Site Secretaries
Central Office Administrators
Michael Pardue
Patricia Calloway
Melinda Reich