

“If You Become Injured at Work”

Follow these steps to ensure your injury is properly reported and treated.

1. Report the injury to your Supervisor – Promptly! Before the end of the School Day.

Always tell your supervisor, as soon as possible, even if the injury appears to be minor. Always work with the supervisor to fill out an “Injury Report” and sign the CMRC Release Form

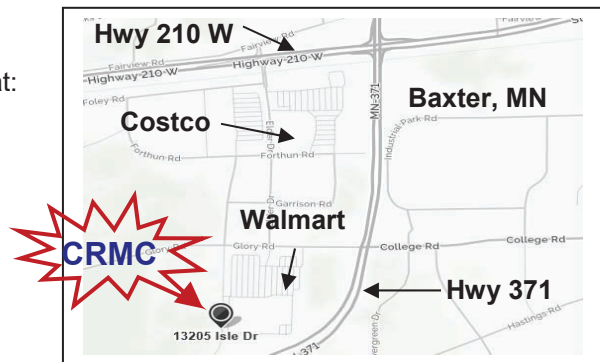
2. Call Health Partners CareLine at: 952-883-5484 or 888-544-5484.

Health Partners CareLine will assess your injury and will notify the ISD 181 Work Comp Administrator. The ISD 181 Work Comp Administrator will notify SFM Insurance via the [CompOnline](#) Risk Management System on the day of the injury.

3. If Medical Attention is needed -

Have your work-related injury or illness evaluated at:

Cuyuna Regional Medical Center
13205 Isle Drive
Baxter, Minnesota 56425



Call **CRMC** to Schedule an Appointment: **218-454-7600**

You MUST call ahead for an appointment. You CANNOT just “show up.”

4. Fill Out the Paperwork

- The Injured Employee will fill out the Injury Report and sign the CMRC Release form.
- Submit the Injury form and CMRC Release form to your building secretary.
- The doctor fills out and provides a Return-To-Work or Workability Report to the injured employee. This form will list your work restrictions. **The School District needs to have this form BEFORE you can Return-To-Work.** It is the School District’s Policy to accommodate work related injury restrictions whenever possible. It is the Employees’ responsibility to work within those restrictions. Return this completed form to the Building Secretary within 24 Hours. The Building Secretary will scan and email the form to Travis Straumann upon receiving it from the employee.

5. Turn in Your Paperwork

Every time that you go to the doctor for a work related injury appointment the doctor will give you an updated Return-To-Work Form or Workability Report. Turn this form into your Building Secretary. Your building Administrator will review your work restrictions, if any, and forward a copy to Travis Straumann.

6. Call If You Have Any Questions

Workers’ Compensation can be confusing, especially when you are hurt and experiencing pain. If you have any questions or concerns regarding your medical treatment, medical bills, light duty, return-to-work, or payroll, please contact:

Travis Straumann, ISD 181 Workers’ Compensation Administrator at:
218-454-6907 (Office) or Travis.Straumann@isd181.org