

Worker's Compensation

Section 1. General. The Workers' Compensation Law is a no-fault insurance plan which is supervised by the State of Indiana and one hundred percent (100%) paid for by East Allen County Schools. This law was designed to provide the employee with benefits for any injury which he/she may suffer in connection with his/her employment. Under the provisions of the law, if the employee is injured while at work, he/she is eligible to apply for Workers' Compensation.

Section 2. Procedure. Any employee involved in a work-related accident, not just serious accidents, must follow the procedure listed below:

1. The employee must report the injury immediately to his/her supervisor or designated representative and obtain Form 34401, Employer's Report of Injury/Illness of Employee. When filling out the report form, be specific. It must describe accurately how and when the accident occurred and explain any area of discomfort or side effects he/she experiences. The report must be signed by the supervisor, or designated representative, dated and sent to the Payroll/Insurance Coordinator within twenty-four (24) hours of the injury.
2. For treatment, the employee must obtain an Authorization to Treat slip from the building supervisor and then go to the treatment site listed below between the hours of 7:00 a.m. and 5:00 p.m.:

Parkview Corporate Health Services
3103 East State Blvd. Suite B
Fort Wayne, IN

For life-threatening emergencies or on weekends, the employee shall report to:

Parkview Emergency Care Center
2200 Randallia Drive
Fort Wayne, IN

3. The employee should not report to his/her own physician or any other emergency care facility.