

Braham Area Schools Workplace Injury Checklist

- Notify your **supervisor** immediately.
- Call the **EMC OnCall Nurse Injury Hotline** (preferably with your supervisor): **1-844-322-4668**.

[Call 911 for life-threatening emergencies]

Note 1: You DO NOT need to fill out an accident form. The hotline nurse will do it for you.

Note 2: If you need to seek medical attention immediately, call the hotline as soon as you can do so.

- If you seek **medical treatment** the close emergency clinics information is below:

FirstLight Health System -Emergency Department

301 Highway 65 South
Mora MN 55051

Phone: 320-679-1212

Cambridge Medical Center -Emergency Department

701 S Dellwood Street
Cambridge MN 55008

Phone: 763-689-7700

- Tell them you were injured at work, and you are employed by Braham Area Schools. Our W/C insurance company is **EMC**; Policy Number is **4H36030**
- Get a **Workability report** from the clinic before you leave.
- Give a copy of the workability report to your Supervisor and to:

Judy Patzoldt
Braham Area Schools
jpatzoldt@braham.k12.mn.us
Phone: 320-396-5205
Fax: 320-396-0086
- You will be receiving a **claim number** and **assigned an adjuster** from ECM; keep the numbers/names for reference for all correspondence on the injury.
- Follow all instructions from the medical provider, including physical restrictions both at work and home.
- Attend follow up and/or treatment appointments as instructed, and continue to provide updated workability reports.
- Maintain good communication with all parties throughout the recovery period.
- Ask questions if you need help.