

FHPS WORK INJURY PROCEDURE



2019-2020 School Year

INJURED AT WORK?

We hope that you are never injured while at work, but sometimes accidents happen. If you are injured while performing your work duties and require medical treatment, you will need to go to Spectrum Health Occupational clinic. There are various approved locations – Please see Occupational Health Services Map and/or below for location details and information.

HOW DO I OBTAIN TREATMENT FOR MY WORK INJURY?

We want to make it as easy as possible to obtain treatment, while still obtaining all the information we need to report your injury claim to the insurance carrier.

1. Call Human Resources at 493-8805 ext. 44331 to report your injury.
2. Complete the Spectrum Health initial treatment form and take it with you to Spectrum Occupational so that they know to bill FHPS for your treatment. You will not have to show your medical insurance card and Forest Hills will receive the bills.
3. Complete the Employee/Supervisor Report of Injury Form. Complete this form with your Supervisor and return to HR within 24 hours.
4. Follow up with Human Resources following every medical appointment.

AUTHORIZED MEDICAL CLINICS

Spectrum Occupational Health
426 Michigan St. NE
Grand Rapids, MI 49503
Monday to Friday: 7 a.m. to 5 p.m.

Spectrum Occupational Health
4600 Breton Rd. SE
Kentwood, MI 49508
Monday to Friday: 7 a.m. to 5 p.m.

Spectrum Occupational Health
405 S. Greenville West Dr. Suite 102
Greenville, MI 48838
Monday to Friday: 7:30 a.m. to 4:30 p.m.

Spectrum Urgent Care (Ada)
7128 Fulton St. East
Ada, MI 49301
Monday to Sunday: 8 a.m. to 8 p.m.

Spectrum Urgent Care (East Beltline)
2750 East Beltline Ave. NE
Grand Rapids, MI 49525
Monday to Sunday: 8 a.m. to 8 p.m.

FAQs

Q: Do I have to seek treatment?

A: No, you are not required to seek treatment for a work injury – but, it may not be possible to obtain authorization days or weeks later if your injury is still bothering you. It is better to be safe than sorry. The longer you wait before seeking initial treatment, the greater the risk of your injury claim being denied. If you are declining treatment at the time of injury – you must indicate that decision on the Employee/Supervisor Report form.

Q: Can I go to my own doctor?

A: You must seek treatment at one of the Spectrum Health Occupational Clinic listed on this document.

Q: I am an itinerant staff member and receive my pay through Kent Intermediate School District, do I follow this same procedure?

A: Yes, KISD also uses Spectrum Health Occupational Clinic for worker's compensation injuries. Please contact Student Services or Human Resources to obtain an Authorization to Treat Form for KISD.

Q: Do I follow the same procedure after hours?

A: Yes, however, since Human Resources is not open after hours, please contact as soon as you can the following morning.

THINGS TO REMEMBER

- Report all injuries to your supervisor immediately.
- Obtain necessary treatment through Spectrum Health Occupational.
- Complete and return all injury reporting forms within 24 hours to Human Resources.
- When injured, you can receive wage loss benefits, medical care, and rehabilitation services.
- There is a 7-day waiting period for benefit payments. You will not receive a workers' compensation check for disability lasting less than 7 days. If your wage loss lasts longer than 7 consecutive days, you are entitled to benefits as of the 8th day. If your wage loss continues for 14 days or longer, you are entitled to receive payment for the that first week of disability.



Contact Us

Human Resources
6590 Cascade Rd SE
Grand Rapids, MI 49546

P: 616-493-8805

F: 616-493-8559

Hours: 8am-4:30pm Monday-Friday

Follow up with Human Resources after each medical appointment.

Our phone number is 616-493-8805

RETURNING TO WORK

It is our hope that you will have a speedy recovery and return to work quickly following a work related injury. By staying in communication with Human Resources and your Supervisor, we will together stay up to date on your progress and determine a restricted duty work plan.