

Our commitment to you:

At Albuquerque Public Schools, our employees are our most important asset. In the event of a workplace accident, our goal is to minimize preventable absences within our organization where safe, alternative work is available. On a case-by-case basis, we work with individual injured workers to accommodate modified duty work releases during their healing period. We are committed to supporting our employees throughout the workers' compensation process and to bringing them back to work in the most safe and efficient manner possible.

REPORT IT

Report your injury or illness **immediately** after the accident's occurrence or your knowledge of the injury, by calling: **Risk Management Hotline at 505-830-8466.** _____ Employee Initials

- Most important is that you receive prompt medical attention.
- Employees are encouraged to use the Notice of Injury form to report the injury (or suspected injury) in order to protect their rights. An employee may use the form if he/she has a strain or non-traumatic injury which they feel may worsen. Each location shall keep these forms in a centralized location.
- Each incident is investigated in order to improve future safety practices for you and others so you will be asked questions regarding how the injury occurred

EMERGENCIES: If you or someone else requires emergency medical treatment, contact 911 right away, or seek treatment at the nearest hospital emergency facility! Report to a Concentra Medical Center as soon as possible following emergency treatment.

NOTE: Reporting an accident to a co-worker is not considered proper notice

HEALTH CARE PROVIDER (HCP) SELECTION

- **Health Care Provider (HCP) selection** Albuquerque Public Schools has opted to make the first choice of HCP as allowed by NM Workers' comp statute. _____ Employee Initials
- We ask that you seek treatment with a Concentra Medical Center facility:

North Pointe Clinic – 5700 Harper NE – phone 823-9166
Manual Clinic – 3101 Manual Blvd NE Ste B – phone 842-5151
Commons Clinic - 3811 Commons NE – phone 345-9599

- Transportation may be available for your initial visit to Concentra. Call one of the Concentra locations and ask for transportation.

POST ACCIDENT DRUG TEST

Post-accident drug test Albuquerque Public Schools follows a written drug and alcohol-free workplace policy _____ Employee Initials

- After an accident, you may be required to submit to a drug test
- If intoxication is found to have contributed to the injury, you may also be subject to a reduction in workers' compensation indemnity benefits

WORKING WITH THE WORKERS COMPENSATION INSURANCE COMPANY

APS Risk Management will file a workers' compensation claim on your behalf with CCMSI, the workers compensation insurance company who determines if your claim is "compensable" (payable) under our insurance. _____ Employee Initials

- You will be assigned a Claims Adjuster and given a claim number. Keep this number for future reference and follow any instructions your adjuster gives you.
- Medical information regarding your workplace injury is needed to determine compensability of your claim so you will be asked to fill out a "New Mexico Workers' Compensation Administration Worker's Authorization For Use And Disclosure Of Health Records" form
- Your claim adjuster will be your contact for all questions regarding necessary medical care, payment of medical bills and any indemnity (lost-time) payments if you must be off-work
- Any workers' compensation payments will come from CCMSI directly

TRANSITIONAL EMPLOYMENT

Transitional employment – Should your HCP release you to light duty (transitional employment), report that to APS Risk Management immediately. You may be eligible for transitional employment within your medical restrictions. Transitional employment is determined on a case by case basis and your eligibility may change throughout the duration of your recovery. _____ Employee Initials

- A transitional work assignment may involve performing job tasks outside of your current essential functions and perhaps even a different work-site
- APS Risk Management will monitor you during this process with regular check-ins to see how you are doing and that you are working within your medical restrictions
- If you experience difficulty or pain while performing any task, stop immediately and notify your management team. If necessary, we will find alternative tasks within your restrictions
- The terms of transitional employment will be reevaluated at various intervals and may be changed according to your changing work restrictions or conditions and work availability
- While on transitional employment, you will be paid at the same pay rate you were making before your injury - this is more than you would be making if you were to receive workers' compensation indemnity lost-time benefits

NOTE: Building you back up to full employment has been shown to speed recovery.

IF YOU HAVE TO MISS WORK DUE TO YOUR INJURY

If you have to miss work due to your injury – Under our RTW program, we are trying to minimize the financial burden of a prolonged absence. However, if you miss more than seven calendar days (do not have to be consecutive) due to your injury, you may be entitled to indemnity lost-time benefits while you are out. _____ Employee Initials

- According to NM WCA statute Title 11, chapter 4, parts 1-13, while on workers' compensation indemnity lost-time benefits, you will NOT be receiving your full wage as if you were working - Workers' compensation pays at 66 ²/₃ % of your average weekly wage, based on a 26-week wage history.
- You may be entitled to use leave to supplement time off. FMLA might also be an option. If you are out for an extended period, APS Risk Management, HR and your claim adjuster will advise you of options
- We value our employer / employee relationships and will stay in contact with you during a long absence to see how we can help you through your recovery process

The above process has been explained to me.

Printed Name _____ Signature _____ Date _____