



MEMORANDUM

We are sorry to learn that you've been injured on the job. This memorandum is to lay out our expectations during the Worker's Compensation process.

- 1) Report the injury to your supervisor immediately.
- 2) Submit accident report through PublicSchoolWorks, **My Safety Portal**.
- 3) If medical treatment is necessary, have the treating physician complete the attached BWC MEDCO-14 and submit to **Carla Morris**, at the Board of Education in the Human Resources Department.
- 4) The Cleveland Heights-University Heights City School District has a post-accident drug policy that states any work related injury that requires medical attention a drug test must be completed at the time of treatment. This will be paid for at the District's expense.
- 5) You are expected to follow your physician's advice and attend all appointments (physician office visits, physical therapy, etc. We expect you to provide updated medical documentation to **Carla Morris**, at the Board of Education in the Human Resources Department.
- 6) You are expected to obtain a written statement that you can return to work and report to work immediately thereafter.

All documents may be faxed to Carla at 216-397-3698 or you may scan and email to c_morris@chuh.org. Please do not hesitate to contact Carla should you have any questions at 216-371-7405.