Braham Area Schools

**Workplace Injury Checklist**

* Notify your **supervisor** immediately.
* Call the **SFM OnCall Nurse Injury Hotline** (preferably with your supervisor): **1-855-675-3501.**

[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:

**Welia Health System -Emergency Department**

301 Highway 65 South Phone: 320-679-1313

Mora MN 55051

**Cambridge Medical Center -Emergency Department**

701 S Dellwood Street Phone: 763-689-7700

Cambridge MN 55008

* Tell them you were injured at work, and you are employed by Braham Area Schools. Our W/C insurance company is **SFM**; Policy Number is **128179.202**
* Get a **Workability report** from the clinic before you leave.
* Give a copy of the workability report to your Supervisor and to:

Jessica Olson

Braham Area Schools

jolson@braham.k12.mn.us

Phone: 320-396-5205

Fax: 320-396-0086

* You will be receiving a **claim number** and **assigned an adjuster** from SFM; 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.