

Connection Pointe

Employee Workers Comp Claim Procedure

These procedures apply if you are injured in the course of doing your work for the Church, which may occur on or off campus.

- **IF SERIOUS INJURY: call 911** for medical assistance and/or transport if necessary.
- Non-serious injury during non-business hours, instruct employee to go to an Urgent Care facility, or wait for treatment the next day using instructions below.
- Non-serious injuries during working hours, the employee should go to **Hendricks Regional Health- Immediate Care Center**
8244 E US 36, Avon IN 46123 / #317.272.7500
- **All Employee injuries are to be reported to their team leader and Human Resources as soon as possible. The Employee (whenever possible) will complete an Incident Report and provide a copy to H.R. and their team leader as soon as possible. (HR will provide a copy to Safety).**
- Human Resource's will complete the Indiana Workers compensation "First Report of Injury" using the information provided on the Incident report. This along with any prudent information sent to Brotherhood Mutual Insurance.
- All subsequent bills/invoices will be turned into H.R. which will be sent to Brotherhood Mutual.
- *Any questions/concerns should be directed to Human Resources- HR Analyst, Christina Jansons.*