

Administrative Offices

USD 402
2345 Greyhound Drive
Augusta, Kansas 67010

316.775.5484 office
316.775.5035 fax
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**Procedures for USD #402 Workers' Compensation Claim****Procedures for USD #402 Workers' Compensation Claim****If you are injured at work during school hours you must:**

1. Immediately go see your school nurse. The nurse will evaluate your condition and determine if you need to be seen by a Dr. She will help you fill out an accident report to be sent to the Superintendent's office that day.
2. The nurse will call the Superintendent's office at 775-5484 ext. 113 (Becky Williamson) and report the accident and inform your immediate supervisor.
3. A call will be made by the Superintendent's office to Susan B. Allen's Immediate Care Clinic 401 W. 7th St. 316-558-8668 or Harder Family Practice 316-775-7500, 2820 Ohio, to set up an appointment and give them approval for you to be seen through Workers' Compensation. Hours are 8:00am to 4:00pm.
4. If you choose to go to a Physician of your choice then Workers' Compensation will only cover up to \$500.00.

If you are injured on the job after school hours you must:

1. Call your supervisor and report the accident immediately.
2. Report to Susan B. Allen's Immediate Care at 401 W. 7th St.
3. Immediate Care hours are 8:00AM to 8:00 PM.
4. Tell Immediate Care when checking in that this is Workers' Compensation for USD 3402. They will have the billing information already in their system.
5. The next day you or if you are unable to call then someone you have authorized needs to report the accident to Becky Williamson at the Administration Office 316-775-5484 x 113.

If you are injured after 9:30 PM you must:

1. Report to Susan B. Allen Emergency Room in Eldorado, Kansas (316-321-3300).
2. Tell ER when checking in that this is Workers' Compensation for USD #402. They will have the billing information already in their system.
3. The next day you or if you are unable to call then someone you have authorized needs to report the accident to Becky Williamson at the Administration Office 316-775-5484 x 113.