



Aurora Public Schools
Department of Risk Management (303) 326-3189

When & How to Report a Work-Related, Employee Injury

During Working Hours Work Injury Procedures:

If medical care is needed

- Have the injured employee immediately complete and sign the First Report of Injury form. If the injury prevents the employee from completing the form, a supervisor may assist.
- Scan and email the completed First Report of Injury form to Risk Management the same day the incident/injury is reported, and immediately if medical attention is needed.
- The District has a list of approved designated clinics/physicians for work injuries. Supervisors should never send an employee injured on the job to their personal doctor, health insurance physician, or to an APS Health Clinic since none of these are authorized to provide treatment for work-related injuries. Unauthorized medical care will not be paid by the District Workers' Compensation Program.
 - Below is the list of approved designated providers:

Colorado Occupational Medical Partners 1390 S Potomac St Ste 136 Aurora, CO 80012 Phone: 303-214-0000 Monday-Friday, 7am-5pm	Intermountain Health Central Park Clinic 2807 Roslyn St Denver, CO 80238 Phone: 303-403-6400 Monday-Friday, 8am-5pm	Concentra Aurora North 15235 E 38th Ave Aurora, CO 80011 Phone: 303-340-3053 Monday-Friday, 8am-8pm Saturday, 8am-4pm
Medicine Business Industry 1600 S Abilene St Unit D Aurora, CO 80012 Phone: 720-512-4408 Monday-Friday, 8am- 5pm	Medicine Business Industry 3350 Peoria St Ste 190 Aurora, CO 80010 Phone: 303-365-4646 Monday-Friday, 8am- 5pm	Injury Care Associates – Parker 19284 Cottonwood Dr Ste 104 Parker, CO 80138 Phone: 720-409-0007 Monday-Friday, 7am-5pm

- Supervisors should never take an injured employee off work without consulting with Risk Management. Only the authorized workers compensation treating physician may take an injured employee off work. Risk Management works with each department/school to attempt to find work within any applicable restrictions.
- After Risk Management receives the "First Report of Injury" form, the claim is reported to CCMSI Claims Services, APS's workers' compensation third party administrator.

If no medical care is needed

- Complete the First Report of Injury form so that the incident is on record. Document the form and have the employee sign it in the area in which they are declining the need for medical care.
- Scan and email the completed First Report of Injury form to Risk Management at Riskmanagement@aurorak12.org
- After Risk Management receives the "First Report of Injury" form, the claim is reported to CCMSI Claims Services, APS's workers' compensation third party administrator.

After initial medical care

- Modified Work Duties – After each physician visit, the injured employee is instructed to bring the supervisor a medical report listing medical/work restrictions to determine appropriate modified work duties. The supervisor will work with Risk Management to determine if APS can accommodate the restrictions.
- Follow-up medical appointments should occur outside of normal work hours. If that is not possible, all attempts should be made to make appointments at times that will minimize interrupting the workday.
- If an injured employee misses work due to a work injury contact the Risk Manager immediately. Only an authorized physician can take an employee off work for a work-related injury. Neither the employee, supervisor nor Risk Management can take an employee off work for a work injury.

After Hours – Weekend – Holiday Work Injury Procedures

After normal business hours, on weekends or holidays follow the steps below for work-related injuries requiring emergency medical care. Please note that the steps bulleted under “If medical care is needed” on page one still apply for all after hours, work-related injuries.

- For a life or limb-threatening emergency call 911, or go to nearest emergency room.
- If emergency room care is provided, tell the injured worker to call the Risk Manager at 303.326.3189, x 28412 to discuss further.

APS Preferred Emergency Rooms for Work-Related Injuries

- UCHealth University of Colorado Hospital - 12605 E 16th Ave, Aurora, CO 80045
- HCA HealthONE Aurora/Medical Center of Aurora - 1501 S Potomac St, Aurora, CO 80012

All follow-up medical care must be with one of the district’s workers’ compensation designated clinics/physicians. The injured employee should not follow-up with the Emergency Room physician.

Aurora Public Schools is self-insured and has designated CCMSI to administer workers’ compensation benefits. If you have any questions concerning your benefits, please contact:

CCMSI Provider Claim/Bill/Payment Questions:

Phone: 303-804-0000

Fax: 303-804-2005

CCMSI Mailing Address:

P.O. Box 4998

Greenwood Village, CO 80155

First Report of Injury

Aurora Public Schools - Risk Management Department 303-326-3189 – riskmanagement@aurorak12.org

Select one of the two options below: ☐ Filing an injury claim & will be seeking medical treatment ☐ Filing an injury report only	Name of building where injury occurred:		Date of injury:		Time of injury:		Social security number:	
	Injury location (hallway, playground, classroom, parking lot, cafeteria, etc.):			Are you an APS employee? ☐ Yes ☐ No		Employee district ID number:		
Employees last name:		Employees first name:		Date of birth:		Work phone number:		
Employees street address:		City:		State:		Zip code:		Personal phone number:
Personal email address:			Employment status: ☐ Full time ☐ Part time ☐ Other			Number of hours worked per day:		
Occupation:		Supervisor's name:				Date injury was reported to supervisor:		
Did this injury aggravate a previous injury or medical condition: ☐ Yes ☐ No		Name of witness:		Name of witness contact info:				
List parts of body that were injured:								
Describe in detail how the injury occurred (Please be as specific as possible):								
If seeking medical treatment, please select one of the approved designated providers below:								
Colorado Occupational Medical Partners 1390 S Potomac St Ste 136 Aurora, CO 80012 Phone: 303-214-0000 Monday-Friday, 7am-5pm			Intermountain Health Central Park Clinic 2807 Roslyn St Denver, CO 80238 Phone: 303-403-6400 Monday-Friday, 8am-5pm			Concentra Aurora North 15235 E 38th Ave Aurora, CO 80011 Phone: 303-340-3053 Monday-Friday, 8am-8pm Saturday 8am-4pm		
Medicine Business Industry 1600 S Abilene St Unit D Aurora, CO 80012 Phone: 720-512-4408 Monday-Friday, 8am- 5pm			Medicine Business Industry 3350 Peoria St Ste 190 Aurora, CO 80010 Phone: 303-365-4646 Monday-Friday, 8am- 5pm			Injury Care Associates – Parker 19284 Cottonwood Dr Ste 104 Parker, CO 80138 Phone: 720-409-0007 Monday-Friday 7am-5pm		
In case of serious injury call 911 or go to the nearest emergency room. Follow up care needs to be provided at one of the above designated providers.								
It is unlawful to provide false, incomplete, or misleading facts or information to an employer/insurance company for the purpose of defrauding or attempting to defraud the company. False statements could result in legal action (misdemeanor / felony), including imprisonment, fines, denial of insurance, civil damages and employment disciplinary action.								

Employee signature

Date

Supervisor signature

Date