

# Kilgore Independent School District

## Employee Accident Procedures

### In the event of an accident/injury:

- In a life or death emergency please call 911 immediately.
- If the injury is non-life threatening, please see the campus nurse for treatment or to receive instructions for other medical treatment by the district's preferred medical provider, Longview Occupational Medicine Clinic. The district must verify your Workers' Compensation claim with the treatment facility prior to treatment.

#### **Longview Occupational Medicine Clinic**

3202 N 4<sup>th</sup> Street  
Longview, TX 75601  
(903) 757-0577

- An "Employee Report of Accident/Injury" form must be completed for **ALL** accidents/injuries and promptly forwarded to the HR Department **within 24 hours** of the accident. If you are unable to complete the form due to your injury, a witness or supervisor should complete the form immediately.
- When seeking medical treatment, you are required to inform the doctor and/or hospital that the injury is a Workers' Compensation claim. **DO NOT GIVE THEM YOUR PERSONAL INSURANCE CARD.** The use of your personal insurance only causes delays in the prompt payment of claims. The provider should file claims with:

#### **Tri-Star Risk Management**

P.O. Box 143039 Irving, Texas 75014-3039  
Office (888) 285-6708 ext 2818 Fax (214) 492-5691 Fax

- If prescriptions are given as a result of the injury, the following pharmacies will fill them at no charge to the employee: **Brookshire's, CVS, Sam's Club, Target, Walgreen's, or Wal-Mart.** You are required to tell the pharmacist the prescription is related to a Workers' Compensation claim. After verifying the claim, the pharmacy will fill the prescription.
- The employee is required to notify the HR Department promptly of all absences related to the injury.
- You **MUST** have a full release from the doctor **prior** to returning to work. **NO EXCEPTIONS!**

#### **Ins Carrier: Deep East Texas Self Insurance Fund (DETSIF)**

P. O. Box 960  
Jasper, Texas 75951  
(800) 944-0859