

**EMPLOYEE NOTICE
FARMINGTON PUBLIC SCHOOLS
WORKERS' COMPENSATION
NEW PROCESS
JANUARY 27, 2015**

EFFECTIVE FEBRUARY 1, 2015 OUR SCHOOL DISTRICT WILL CHANGE PROCESSES FOR REPORTING WORK RELATED INJURIES

- SFM will continue to be the workers' compensation insurance provider

- New Procedures (see attached Work Injury Hotline flyer)
 - If you are injured on the job you and your supervisor must call the SFM work injury hotline 855-675-3501
 - Anytime 24/7 including weekends and holidays
 - You and your supervisor will talk to a nurse at SFM
 - SFM will recommend treatment options

- Continued participation with the Health Partners Certified Managed Care Program that provides timely medical care and protection for both employees and employers
 - Designated medical clinics (walk in to the clinic or phone the clinic for an appointment)
 - Allina Medical Clinic-Farmington
21260 Chippendale Avenue
Farmington, Mn. 55024
651-463-7181
 - Family Health Medical Clinic-Farmington
4645 Knutsen Drive
Farmington, Mn. 55024
651-460-2300
 - You are required to receive services from designated medical clinics except in the following circumstances:
 - In an emergency
 - You are referred by Health Partners to another medical provider
 - Your worksite and residence is more than 30 miles from the clinic
 - If your injury occurred prior to July 1, 2012 you may continue treatment from the same provider
 - If you have a documented history of treatment (before the injury) with a health care provider who maintains your medical records. In that situation you must, within 10 days of your injury, provide HealthPartners with copies of medical records from that provider. If you change doctors it must be with a doctor within the managed care plan.
 - Follow up care
 - You may continue to see the provider who performs your initial evaluation, or you may choose to see another Health Partners Certified Managed Care Program network provider. You may also choose to see a non-network provider with whom you have an established relationship. You must call Health Partners Certified Managed Care case management at 952-883-5396 any time you wish to change providers.
 - SFM and Health Partners case managers will monitor claims and will contact injured employees