

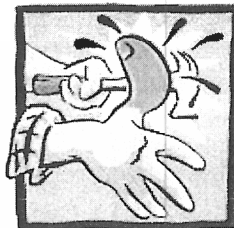
IT IS IMPORTANT TO REPORT ANY INJURY INCURRED AT WORK, NO MATTER HOW SLIGHT!

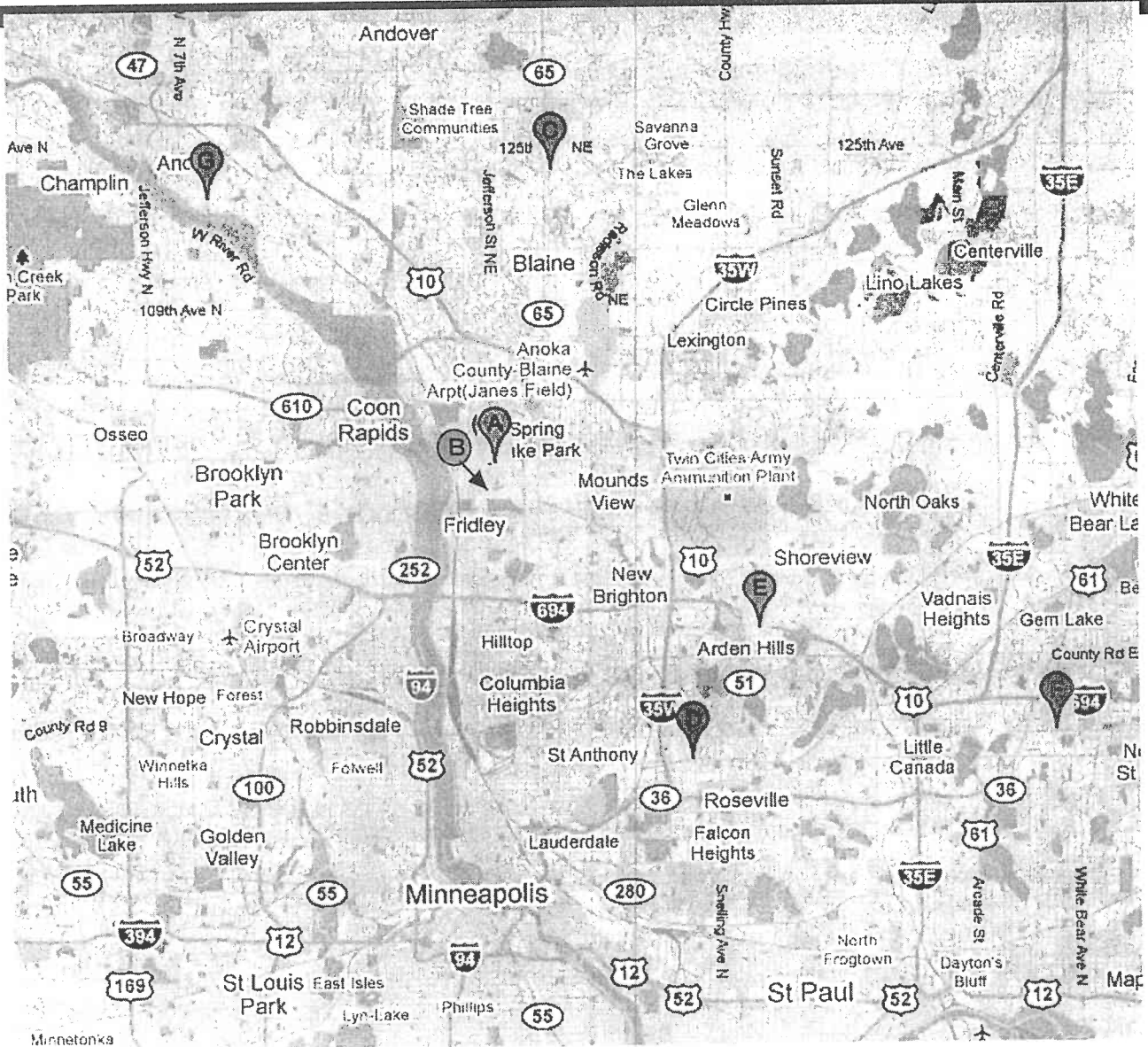
FOR LIFE-THREATENING INJURIES CALL 911

If an employee is injured or becomes ill on the job, the following procedures must be followed:

1. The injured employee should immediately notify his or her supervisor of the injury.
2. The employee and the supervisor should call the Secura/Medcor Nurse Hotline at 888-333-3334 together. If the supervisor is unavailable, the injured employee should contact the hotline directly. **The call should be made promptly after a work-related injury/illness occurs.** If 911 is called or immediate medical care is needed, the employee or supervisor should call as soon as possible after the incident to report the injury.
3. The Nurse Hotline is a service that receives information from the employee and/or supervisor and completes the "First Report of Injury" for the district.
4. When making the call, you will need the following information:
 - District name and building
 - Injured employee's name, department, supervisor and work phone number
 - Employee's home phone number (for any follow-up)
 - Employee's social security number (will be kept confidential)
 - Employee's age/date of birth
 - Date and time of the injury
 - Incident location
 - Description of the injury and how it occurred
5. The nurse will determine the seriousness and nature of the injury, and the best way to address it. Depending on the situation, the employee may be guided in first aid ("self-care"), allowed back to work, or referred off-site to a medical facility. You will be provided a confirmation number to validate the call was made and for tracking and reference purposes. Nurses are available 24 hours a day, 7 days a week. Employees are encouraged to call back with any questions, changes in condition, or concerns.
6. If you have any questions regarding these procedures, please speak with your supervisor or contact the District Human Resources Department:

Maureen (Mo) Frye at 651-621-6008 or Debbie Crampton at 651-621-6009





AFridley Medical Center
 7675 NE Madison Street
 Fridley, MN 55432
 Phone: 763-785-4500

BUnity Hospital
 550 Osborne Road
 Fridley, MN 55432
 Phone: 763-263-5000

CBlaine Medical Center
 12175 Aberdeen Street NE
 Blaine, MN 55449
 Phone: 763-785-4200

DRosedale Medical Center
 1835 County Road C West
 Roseville, MN 55113
 Phone: 763-785-4300

EHealth Partners Arden Hills Clinic
 3930 Northwoods Drive
 Arden Hills, MN 55112
 Phone: 952-883-6999

FSt. Johns Hospital
 1575 Beam Avenue
 Maplewood, MN 55109
 Phone: 651-232-7000

GMercy Hospital
 4050 NW Coon Rapids Blvd.
 Anoka, MN 55303
 Phone: 763-236-6000