

## **Work-Related Injury Procedures**

The City of St. Paul contracts with a managed care provider, CorVel, for determining medical appropriateness of treatment for work-related injuries. However, the City's Risk Management Division will determine if your Workers' Compensation claim will be approved. As participants in the CorVel Managed Care Plan, employees and supervisors are to use the following steps in the event of a work-related injury.

### **Supervisors Responsibility and steps to take:**

1. With-in 24 hours of the injury have the employee completely fill out the **Employee's Safety Report (attached)** and return it to the supervisor.
2. Advise the injured employee where they can seek medical attention.
  - Call 911 immediately if the injury is life threatening. For emergency situations, seek medical care from any available emergency provider
  - 24 hour information line: 612-436-2500 or 877-703-4241. Nurses will assess the injury and help coordinate a medical appointment within 24 hours.
  - If medical attention is necessary, seek care from a HealthPartners provider, preferably:

**HealthPartners - Saint Paul Clinic**  
**205 South Wabasha Street**  
**Saint Paul, Minnesota 55107**  
**651-293-8104**  
**Monday-Friday 8:00 a.m. - 5:00 p.m.**

3. At the time of injury, provide the employee with the **Worker's Compensation Managed Care Plan Employee Guide (attached)** and a **CorVel Managed Care ID card (attached)**, and remind the employee to show their ID card to clinic personnel. Tell the employee they must obtain a Work Ability form from the doctor at each visit. Obtain the Work Ability form from the employee after each visit to a doctor and immediately email or fax it to Ashley Ihrke at 651-632-5115
4. If an employee is injured on the job, **you must do the following within 24 hours**, even if no medical attention was necessary and/or there was no time lost from work:
  - Complete a **Supervisor's Safety Report (attached)** and email or fax it to Ashley Ihrke at 651-632-5115
  - Obtain the **Employee's Safety Report** from the injured employee and email or fax it to Ashley Ihrke at 651-632-5115
  - Once the Supervisor's and Employee's reports are completed, it is the Supervisor's responsibility to complete the MN First Report of Injury and email or fax it to Ashley Ihrke at 651-632-5115.

If you have any questions about work-related injuries, worker's compensation, or any of these procedures, please contact:

**Ashley Ihrke**  
**Senior Safety Officer**  
Saint Paul Parks and Recreation  
1100 Hamline Ave. N  
St. Paul, MN 55108  
[ashley.ihrke@ci.stpaul.mn.us](mailto:ashley.ihrke@ci.stpaul.mn.us)  
Office – 651-632-2407  
Fax – 651-632-5115