



# Emergency Room Guidelines

## RISK & BENEFITS MANAGEMENT

When an employee is injured, the School or Department often panics and sends the employee to the Emergency Room. When warranted, there is not a problem. However, when not warranted, this costs the District unnecessary expenditures.

### Send to Emergency Room When:

- Injury serious enough to call 911?
- Electric Shock
- Amputation
- Bone penetrating the skin
- Massive loss of blood
- Severe trauma to the head, i.e. loss of consciousness
- Stitches? (check with authorized WC doctor list, most offices perform stitches)
- Heart attack, stroke, convulsions
- Severe burns
- The school nurse recommends ER treatment

**Indicate on the First Report of Injury that the referral to the ER was approved, otherwise the bill may be denied.**

**Please call the Managed Care Nurses at District's 3<sup>rd</sup> Party administrator if any questions.**

**Contact Names:**

Third Party Administrator (FARA): (800) 482-3272

Nurse: ext. 2211

Nurse: ext. 2200

After hours: (800) 666-3439 (paging service for FARA)

**Follow up care must be by Districts' approved workers' compensation doctor.**