

# IN CASE OF WORKPLACE INJURY

## En caso de un accidente laboral



# 1-855-921-9518

▶ AVAILABLE 24 HOURS A DAY

**Injury** (During School Hours 7:30 a.m.- 4:00 p.m.) **911 if Emergency**

↓ **Seek Medical attention at Health Services** (Winnetka, Room 29 or Northfield, Room D105)

↓ **Telephone COMPANY NURSE® at 1-855-921-9518** and speak with the medical professional who will assist you with your medical needs and expedite the claim process.

- **Information needed to call:** School name: **New Trier Township High School District**, **Code: CLIC**, work location, name of employee, date of birth, home phone number, address/zip, occupation, Social Security number and details of the injury: when, how and nature of the injury.
- **OR** Access the Digital Assistant on Mobile device by scanning **QR Code**



↓ **Fill out New Trier Employee Report of Injury Form, contact your Supervisor** to report the injury and Supervisor's signature is required. *Return form to Human Resources within 24 hours of injury or illness. Minor injuries should be reported prior to leaving the job site when possible. El trabajador herido notifica a su supervisor.*

**Injury** (Before and After School Hours) **911 if Emergency**

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Contact Kim Sparkowski at [sparkowk@newtrier.k12.il.us](mailto:sparkowk@newtrier.k12.il.us) or 847.784.6586 for more information

New Trier Township High School District  
Employee Report of Work Related Injury Form

Code: CLIC