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# Cherry Creek Schools Workers' Compensation Packet 2024/2025

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Risk Management  
Office of Fiscal Services  
9150 E. Union Ave.  
Greenwood Village, Colorado 80111  
FAX: 720-554-4641



**TO:** Cherry Creek School District Employees

**FROM:** Jeanette O'Dell, Director of Risk Management

**DATE:** July 1, 2024

**SUBJECT:** Workers' Compensation  
(1) Administration  
(2) Procedures

Workers' Compensation claims are administered by the Risk Management Department in the Office of Fiscal Services located in the Fiscal Services Building.

Any questions regarding work related injury information including first reports of injury, designated physicians work status reports, notification of lost time due to a work related injury or return to work releases can be directed to [riskmanagement@cherrycreekschools.org](mailto:riskmanagement@cherrycreekschools.org), or Christine Knight at (720-554-4617).

The Colorado Workers' Compensation Statute is specific on the timelines for reporting work related injuries by the employee, as well as by the employer. Fines and penalties can be assessed for late reporting against both the employee and/or the employer. The law requires the injured employee to report the work-related injury **in writing within 10 working days** of the injury (see attached Employer's First Report of Injury).

Included in this packet you will information that provides a general overview of how the workers' compensation system operates. If you have questions, or if we can further assist you, please feel free to give us a call.

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The Colorado Workers' Compensation Act establishes that employers, such as Cherry Creek School District, must provide medical care and wage loss benefit if applicable. This obligation can be met either by purchasing insurance or by self-insuring the risk. The District has elected to self-insure this obligation through the **Joint School Districts Workers' Compensation Self Insurance Pool with CCMSI providing claims administration.**

The following are instructions for making a claim under the District's Workers' Compensation Program and a brief outline of benefits. This information is not meant to be a detailed explanation of the Workers' Compensation Statute. If more specific information is desired, please contact the Colorado Division of Workers' Compensation or the Risk Management Department.

**IF MEDICAL TREATMENT IS NEEDED:**

*(Bring your school ID and choose one of the district's Designated Providers from the list)*

If medical treatment is needed, **it is the sole responsibility of the injured employee,** to complete a First Report of Injury and have it signed by their supervisor. **A school nurse does not need to be involved unless medical attention is needed.** If medical attention is needed, the nurse can be involved; however, it will still be the employee's sole responsibility to complete and submit the form to Risk Management. The one exception to this rule is, if the employee is incapacitated and unable to complete the form, the nurse and supervisor should complete the form.

**A copy of the First Report of Injury must be submitted to Risk Management ASAP, but no later than 48 hours.** A first report of injury can be found on the Risk Management Backyard Page under the Workers' Compensation tab. It is a fillable document and does not need to be printed off and filled in.

**• IN CASE OF SERIOUS INJURY CALL 911 OR GO TO NEAREST MEDICAL FACILITY**

Follow up care needs to be provided at one of the district's selected Designated Providers as soon as practical after released from medical facility. The injured employee should not follow-up with any other medical provider other than a Designated Provider.

- The injured employee needs to complete and sign the "*First Report of Injury*" form and provide a detailed explanation of how the injury occurred. If the injury prevents the employee from completing the form, a supervisor may assist.
- Fax the completed "*First Report of Injury*" form to Risk Management at 720-554-4641 or email a scanned copy to [riskmanagement@cherrycreekschools.org](mailto:riskmanagement@cherrycreekschools.org) **the same day the incident/injury is reported, and immediately if medical attention is needed.**
- In accordance with Colorado Revised Statute 8-43-404 (5) (a), the employee can select from the list of designated medical providers, please see the Cherry Creek Designated Provider List. **Supervisors should never send an employee injured on the job to their primary care physician** as they are not authorized to provide treatment for work-related injuries.

- **Supervisors should never take an injured employee off work without consulting with Risk Management.** Only the authorized treating physician may take an injured employee off work. Risk Management works with each department/school to attempt to find work within any applicable restrictions.
- After Risk Management receives the “*First Report of Injury*,” the claim is reported to CCMSI, CCSD’s Workers’ Compensation Claims Administrator.
- For questions, please contact Risk Management at:  
Phone: 720-554-4617  
Fax number: 720-554-4641  
Email: [riskmanagement@cherrycreekschools.org](mailto:riskmanagement@cherrycreekschools.org)

### **AFTER HOURS – WEEKEND - HOLIDAY WORK INJURY PROCEDURES**

*(Bring your school ID and choose one of the district’s Designated Providers from the list)*

*Please note that the steps bulleted above “IF MEDICAL CARE IS NEEDED” still apply for after hours – weekend- and holiday work injuries.*

For a **LIFE OR LIMB-THREATENING EMERGENCY CALL 911 OR GO TO THE NEAREST MEDICAL FACILITY.** All follow-up medical care must be with one of the District’s Workers’ Compensation Designated Providers. The injured employee should not follow-up with the emergency room physician.

### **Prescription Drug Program**

Cherry Creek Schools has partnered with My Matrix to have prescriptions for work related injuries filled at no expense to the employee. A temporary card will be provided at the initial doctor’s visit if your prescription needs to be filled at an outside pharmacy. Authorization cards will be mailed to the employee after the claim has been filed. Simply take the authorization card, along with the prescription, to the nearest participating pharmacy. My Matrix will bill our workers’ compensation third party administrator directly.

### **IF MEDICAL CARE IS NOT NEEDED:**

If medical care is not needed **it is the sole responsibility of the employee to complete the “*First Report of Injury*” form so the incident is on record.** Mark the box declining medical care at this time, sign, and date the form. A first report of injury can be found on the Risk Management Backyard Page under the Workers’ Compensation Tab. It is a fillable document and does not need to be printed off and filled in.

- Fax the completed “*First Report of Injury*” form to Risk Management at 720-554-4641 or email a scanned copy to [riskmanagement@cherrycreekschools.org](mailto:riskmanagement@cherrycreekschools.org)
- After Risk Management receives the “*First Report of Injury*” form, the claim is reported to CCMSI, CCSD’s Workers’ Compensation third party administrator, as a report only.

## Cherry Creek School District's Designated Providers List

<b>Injury Care Associates / Parker</b>	19284 Cottonwood Driver, Suite 104
	Parker, Co 80138
	Phone: 720-409-0007
	Hours: Monday – Friday 7am – 5pm

<b>Occupational Medical Partners- Aurora</b>	1390 S. Potomac St. Suite 136 East side of Bldg.
	Aurora, CO 80012
	Phone: 303-214-0000
	Hours: Monday – Friday 7am-5pm

<b>Concentra – Tech Center</b>	11877 E. Arapahoe Rd, Suite 100
	Centennial, CO 80112
	Phone: 303-792-7368
	Hours: Monday – Friday 8am – 5pm

<b>Dr. Martin Kalevik</b>	19284 Cottonwood Driver, Suite 104
	Parker, Co 80138
	Phone: 720-409-0007
	Hours: Monday – Friday 7am – 5pm

### **After Hours and Emergency Care Only**

Centennial Medical Plaza	14200 E. Arapahoe Rd. Centennial, CO 80112
<b>After Hours and Emergency Room Only</b>	Phone: 303-699-3000

**IN CASE OF SERIOUS INJURY CALL 911 OR GO TO THE NEAREST MEDICAL FACILITY. Follow up care needs to be provided at one of the above selected Designated Providers the following day. The injured employee should not follow-up with the Emergency Room physician.**

## **ADDITIONAL INFORMATION:**

- Modified Work Duties – After each physician visit, the injured employee is instructed to bring the supervisor a medical report listing medical/work restrictions to determine appropriate modified work duties. The supervisor will work with Risk Management to determine if CCSD can accommodate the restrictions.
- Follow-up medical appointments should occur outside of normal work hours whenever possible. If that is not possible, all attempts should be made to make appointments at times that will minimize interrupting the workday.
- **If the injured employee misses work due to a work injury contact Risk Management at 720-554-4617 immediately.** Only an authorized physician can take an employee off work for a work-related injury. Neither the employee, supervisor nor Risk Management can take an employee off work for a work injury.
- If an employee has been taken off of work, they must present a written doctor's note from the Designated Provider before they return to work.
- Any bills the employee receives should be forwarded to the Risk Management Department or the CCSMI Claims Adjuster. If the claim is accepted bills will be paid based on the Colorado Workers' Compensation Fee Schedule. If the claim is denied the employee will be told if any ongoing medical care will be covered under the claim.
- Every claim is subject to a three-day statutory waiting period. This is either the first three shifts missed, or the equivalent hours of three shifts. If the employee loses more than three days of work, or equivalent hours, because of a work-related injury or disease the employee is entitled to compensation equal to 66 and 2/3%, tax free, of their average weekly wage subject to a maximum figure, which is established and adjusted each year by Statute. The district will pay your wages for the three-day statutory waiting period due to a work-related injury if the workers' compensation physician takes them off duty and/or restrictions do not allow for return to work. Statutory wage benefits will commence on the 4<sup>th</sup> missed shift.
- In the event the employee is permanently physically unable to return to the type of work they were doing with the district or in the event they sustain some permanent physical impairment, permanent disability benefits may be awarded.
- Workers' compensation will reimburse the employee at the statutory rate for trips to and from the authorized medical care facility. Mileage reimbursement request forms are available in the "First Report of Injury" packet or on the Risk Management Backyard page. Reimbursement will be made by CCMSI after the required forms have been completed and furnished to their office.



