

Worker's Comp Process
IF NOT GOING TO URGENT CARE

1. Employee must complete a JCPS "Incident/Report of Injury", and "Self Direct" form. All originals are to be scanned to the Central Office to the WC administrator. Please retain the original at your school.

2. If the employee later requires medical care, a Form 19 must be completed. The JCPS worker's compensation policy must then be followed. The employee must understand that if they later choose to go to their primary care doctor, worker's comp will not pay. They must go thru our Urgent Care, even if they initially opted not to be seen by a physician.

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