



BRUNSWICK CITY SCHOOL DISTRICT EMPLOYEE ACCIDENT/INJURY REPORTING PROCEDURE

If you are injured or in an accident while on the job:

1. Immediately notify your administrator. The administrator or building secretary will notify the Business Office.
2. Print out and complete a [BCSD Employee Accident Form \(click to download\)](#) *even if you do not need medical treatment*. Have any witnesses complete the Witness Statement page. Turn form in to your administrator within 24 hours of the injury.
3. If medical treatment is required:
 - a) Notify your administrator if you need to leave immediately or will be seeking medical treatment after work hours.
 - b) Print out the [Bureau of Workers Compensation Injury Forms Packet \(click to download\)](#) and take it with you to your medical provider.
 - c) The following medical providers are BWC-certified providers and are on a preferred status with Brunswick City Schools Managed Care Organization, 1-888 OhioComp:
 - Strongsville Medical Center & Urgicare
18181 Pearl Rd.
Strongsville, OH 44136

 - Brunswick Medical Center and ER
4065 Center Rd.
Brunswick, OH 44212
 - d) You must bring in a note from your medical provider or a BWC MEDCO-14 form to return to work.
4. If you have any questions or concerns, please contact Barb Pritschau in the Business Office at 330-273-0204 or bpritschau@bcsoh.org



Workers' Compensation Abbreviations

AG: Attorney General

AWW: Average Weekly Wage

ADR: Alternative Dispute Resolution

BWC: Bureau of Workers' Compensation

CS: Claim Specialist

DFSP: Drug Free Safety Program

DHO: District Hearing Officer (1st level)

EMR: Experience Modification Rate

EOD: Extent of Disability

EOR: Employer of Record

ESS: Employer Service Specialist (BWC)

FCE: Functional Capacity Evaluation

FROI: First Report of Injury

IC: Industrial Commission

IME: Independent Medical Examination

IW: Injured Workers

LM: Living Maintenance

LPN: Licensed Practical Nurse

MCM: Medical Case Manager

MCO: Managed Care Organization

MMI: Maximum Medical Improvement

NWWL: Non-working Wage Loss

OSHA: Occupational Safety and Health Administration

POR: Physician of Record

PPD: Permanent Partial Disability

PT: Physical Therapy

PTD: Permanent Total Disability

RN: Registered Nurse

RTW: Return to Work

SHO: Staff Hearing Officer (2nd level)

TPA: Third Party Administrator

TTD/TT: Temporary Total Disability

TW/LD: Transitional Work/Light Duty

VSSR: Violation of Specific Safety Requirements

WWL: Working Wage Loss

BWC Frequently Used Forms

FROI: First report of an injury

C9: Request for medical service/additional condition

C-23: Notice to change physician of record

C-55: Salary continuation agreement

C-86: Motion

C-84: Request for temporary total compensation

C-92: Application for determination of percentage of Permanent Partial Disability

MEDCO14: Physician report of work ability

1-888 OHIOCOMP