

Provo School District

Workers Compensation Instruction Sheet

For Non-Paid Student Internships

1. In the event of an emergency care need (life or limb-threatening emergency), the injured student intern (non-paid interns only) should seek care from the nearest hospital or emergency facility.

Under no circumstances does any district employee or work site employee transport an injured student intern. Please use professional emergency medical agencies.

- A. For injuries needing emergency care call for an ambulance.
- A. For injuries needing medical care but not an emergency first contact the parent/guardian/designated friend or relative (see attached Parent Notification form) for transport and if they are not available then call for an ambulance.

1. Use the designated hospital(s) or clinics for workers' compensation medical attention. Non-paid interns ***MUST*** see one of the designated facilities below first or denial of payment may be made. One of these two facilities are designated as the "Location of first report". This means that you go there first and if the service is not acceptable then you have the right to go to another physician. You would need to clear going to another physician with workers compensation in Sandy, Utah. Their number is 801-569-3632.

- A. For **emergency medical care** go to the nearest hospital emergency room.
- A. For **non-emergency care** go to one of the designated Workman's Comp facility listed below.

Utah Valley Regional Medical Center
Emergency Room

Be sure and explain that the financial responsibility is through the Provo School District Workers Compensation.

IHC Work Med (north side of Orem Community Hospital)
505 West 400 North
Orem, Utah
Phone 714-3200

1. Report any injury to your sponsoring employer immediately.
1. Notify Mr. Ward (801) 370-4603 and he will work with the student intern and district personnel to complete form 122.
1. Obtain written statements from witnesses.
1. Have the school district personnel fax all 122s and written statements to Risk Management office within 24 hours of injury. Fax number is 801-444-5341.

Student Signature Date

Parent Signature Date

Employer Signature Date