



**Official Procedure
of
Ogden Preparatory Academy**

6. Human Resources

6.12.PRC.1 Workers Compensation Incident Procedures

Effective/Revision Date: 04/14/2017

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We express regret that you have been injured while serving the needs of the OPA. Please follow the directions below in order to process the required paperwork.

1. Contact your supervisor and administrator as soon as possible following the incident.
2. Complete a 6.05a OPA First Report of Injury Form. A copy of this form should be given to the HR Director.
3. If you need medical attention, complete a 6.05b Workers Compensation Employee to Medical Form. If you do not have a claim number, please omit. The information for the Ogden and Layton WorkMed is listed below. Please be advised that if you choose to visit another medical provider prior to being seen at WorkMed, Workers Compensation Fund may deny your medical claim. A mandatory drug test will be required for any Workers Compensation claim.
4. Please contact the Human Resources Director as soon as possible after the injury in order to file your claim. You and/or your supervisor must contact Human Resources within 48 hours of seeking medical treatment.

Ogden WorkMed
1355 West 3400 South
(North of Ogden Airport)
Ogden, UT. 84401
801-387-6150
Hours Mon.-Fri. 7:30 am to 5:30 pm
Closed Sat. and Sun.

Layton WorkMed
2075 N University Park Blvd. 2nd Floor
Layton, UT. 84041
801-776-4444
Hours Mon.-Fri. 7:30 am to 3:30 pm
Closed Sat. and Sun.

Document History

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Legal References