

Employee Number:

Pitt County Schools System Employee Acknowledgement of Worker' Compensation

When an on the job accident/injury occurs, you are to follow these steps:

- ❖ IMMEDIATELY report the incident to your supervisor
- ❖ Fill out the Workers' Compensation Employee Statement
- ❖ Have the Workplace Injury Report Completed
- ❖ If there are any witnesses please have the witness report completed.
- ❖ If medical attention is necessary please contact Shannon McBride at Work (252)830-4211, Cell- (252)406-5069 or by email at mcbrids@pitt.k12.nc.us. She must send you a complete medical form for you to be seen.

The Worker's Compensation Clinic is....

Urgent Care Down East

505 Greenville Blvd SE

Greenville, NC 27858

Phone (252)378-2200

If you have to go to the Emergency Room please make sure you let them know that this is a workers comp injury. They will then give you a letter you must turn in to Shannon McBride.

**IF YOU GO TO ANY OTHER FACILITY FOR WORKERS'
COMPENSATION, THEN YOU, THE EMPLOYEE, WILL
BE RESPONSIBLE FOR PAYMENT AND/OR FILING
MEDICAL INSURANCE.**

If an employee refuses an approval transitional duty assignment or other suitable employment offered under this policy or under the return-to-work program by this policy, the superintendent or designee shall direct the workers' compensation administrator to apply to terminate the employee's workers' compensation benefit payment in accordance with the North Carolina Workers' Compensation Act. In addition, the employee will be subject to disciplinary action to the extent consistent with the law.

Employee Signature

Date