



What Should I do if I'm injured?

1. Report your injury to your supervisor and/or the school nurse within 24 hours of the injury. You or your supervisor will fill out the necessary forms to immediately begin processing a claim. This information also allows your supervisor and the District to assess the safety guidelines and attempt to prevent similar injuries in the future.

2. Get prompt medical care if needed. We encourage all Hopkins Public Schools employees to go to one of the following providers:

Initial Care Clinics

McCrary, Brian F., DO
Evalumed of South Dakota, Inc
Occupational Medicine Clinic
6800 France Ave. South, Suite 300
Edina, MN 55435
952-925-9888

Nystrom, Paul C., MD
Urgent Care Clinic
701 Park Ave
Minneapolis, MN 55470
612-873-5645

Physicians

Kane, Karen R., MD
Occupational Medicine
8301 Golden Valley Rd #100
Minneapolis, MN 55427
763-520-2200

Hospitals

Fairview Southdale Hospital
Hospital: Acute Care
6401 France Ave S
Edina, MN 55435
952-924-5000

PN Methodist Hospital
Hospital: Acute Care
6500 Excelsior Blvd
Saint Louis Park, MN 55426
952-993-5000

If you prefer to see your personal physician, you may do so, but you need to inform the clinic to send all bills to our Workers' Compensation Administrator:

Risk Administration Services
PO Box 89310
Sioux Falls, SD 57109-9310
Phone: 800-732-1486 - Fax: 877-884-6573
Hopkins School District Policy Number: Policy #WC10-0003878-00

3. Keep your supervisor and Risk Administration Services (RAS) Insurance informed of your medical and work status. A Workability Report (or similar document) should be completed by your doctor after each visit. **A copy of this form must be turned in to your supervisor and Jill Joyce, Employee Benefits Coordinator.** This ensures prompt administration of the appropriate benefits and assists in your return to work. If you miss work days due to a work related injury, you must notify the Benefits Office (952-988-4012) when you are released by your doctor to return to work.

4. Cooperate with requests for information pertaining to your worker's compensation claim. A representative from RAS Insurance may contact you to discuss your claim. You may at any time contact the claims administrator at RAS Insurance if you have questions about your claim.