



MADISON-GRANT UNITED SCHOOL CORPORATION

Scott Deetz, Ph. D., Superintendent
Kristy Drewitz, Transportation

Shaela Smith, Business Director
Teresa Riggs, Payroll

Steve Vore, Assistant Superintendent
Allison Holloway, Corporation Secretary

Inspire, challenge, and cultivate excellence in every Argyll.

Dear Employee,

Accidents that occur during services performed for the Madison-Grant United School Corporation must be reported to your immediate supervisor or Mr. Steve Vore as soon as possible. Your accident or injury **MUST** be reported to either your immediate supervisor or the Central Office and an accident/injury report **MUST** be filled out within 48 business hours. Some injuries may not require treatment from a health facility but we will still need the accident/injury report. For those injuries requiring medical treatment, please go to MGH Work Solutions located at 1136 N Baldwin Ave, Marion, IN 46952. They are open from 8 AM – 5 PM (Monday – Friday). **If your injury occurs outside of those operating hours and you cannot wait until they reopen to receive treatment**, then you may visit either the ER at Marion General Hospital or the ER at Community Hospital in Anderson. Please note that you will need to make your follow up appointments at MGH Work Solutions and not your family physician. Any referrals will also need to be made through MGH Work Solutions or our School Insurance Carrier. **DO NOT** give them your private health insurance information.

If you need to visit Community Hospital ER in Anderson, simply explain to them that this is a work related injury and information regarding the services provided should be faxed to 765-948-4150 attention Steve Vore.

It is very important that you follow the above protocol when receiving treatment. Failure to do so could result in the insurance company denying your medical claim.

Thank you in advance for your help!

Madison-Grant United School Corporation Administration Office

Phone: 765-536-0008