



## Reporting an Accident or Injury at Work

The West Allis-West Milwaukee School District is committed to providing employees with a safe work environment. If an accident or injury occurs on the job, we have a protocol with our insurance provider, EMC, for employees to report the accident or injury.

In the past, employees completed a paper “Injury Form” for submission to Human Resources. Now, employees should:

- 1) Notify their principal or department supervisor regarding the accident or injury.**
- 2) Call the EMC OnCall Nurse at 844-322-4668 to report the accident or injury.**

**If injured at work, tell your principal/department supervisor right away and call:**

**EMC OnCall Nurse**

**844-322-4668**

**24-Hour/7 Days a Week**

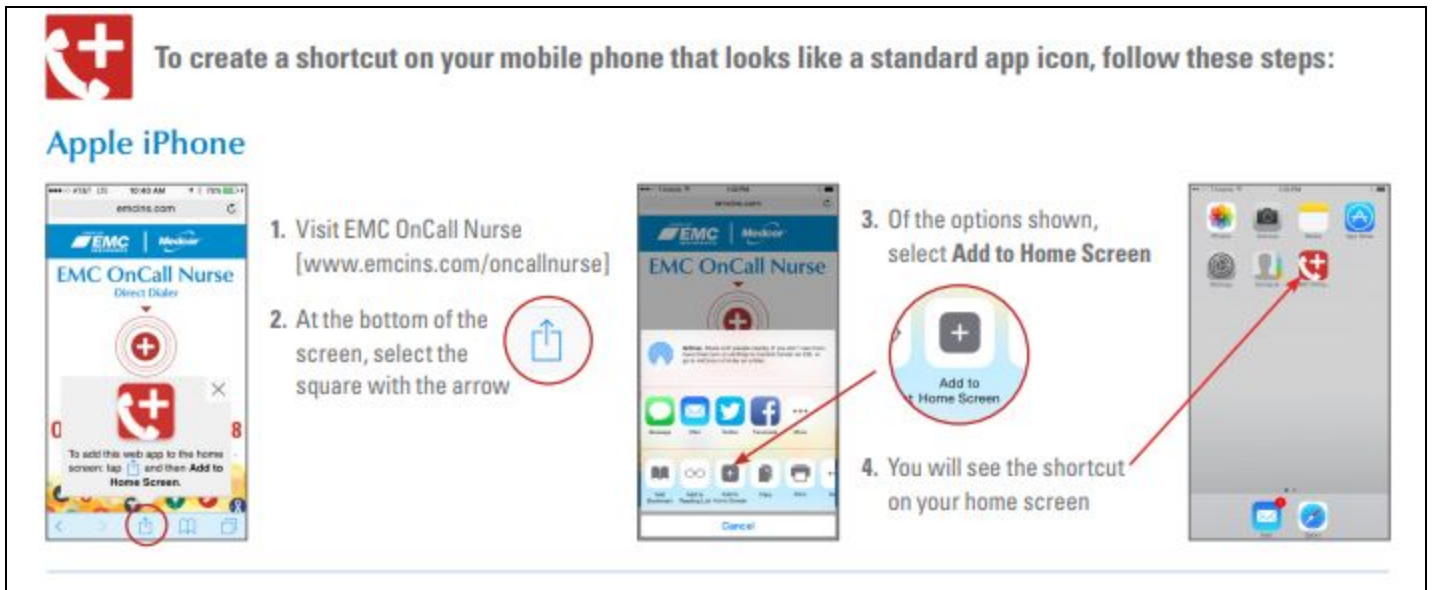
### **The EMC OnCall Nurse**

The EMC OnCall Nurse is on call at any time, day or night and is specifically trained to immediately assesses the injury and recommend the best course of action.

The Nurse works with employees to complete the state required “first report of injury” report. The report is sent to EMC automatically. EMC will work directly with the employee regarding the accident or injury and determine eligibility for workmen's compensation.

### Creating a Shortcut Using your Cell Phone

Put the EMC OnCall Nurse number on your cell phone! In case of an emergency, it will be there for you.



**To create a shortcut on your mobile phone that looks like a standard app icon, follow these steps:**

**Apple iPhone**

1. Visit EMC OnCall Nurse [www.emcins.com/oncallnurse]
2. At the bottom of the screen, select the square with the arrow
3. Of the options shown, select **Add to Home Screen**
4. You will see the shortcut on your home screen



**Android Devices**

1. Visit EMC OnCall Nurse [www.emcins.com/oncallnurse]
2. At the top right corner, tap the three dots
3. Of the options shown, select **Add to Home Screen**
4. You will see the shortcut on your home screen

## Easy Reference for Local Access to Healthcare

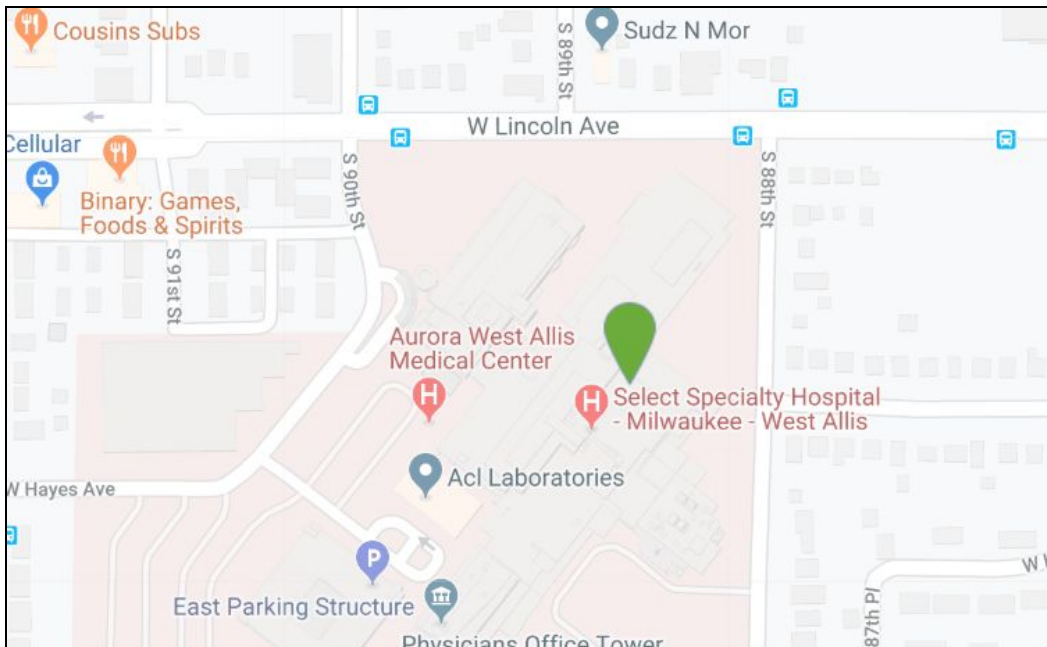
The EMC OnCall Nurse may refer you to the closest hospital Aurora West Allis Medical Center:



8901 W Lincoln Ave  
West Allis, WI 53227

Phone: 414-328-6000

24 hours/day, 7 days a week.



The EMC OnCall Nurse may refer you to the Wellness Center:



9333 West Lincoln Avenue, West Allis, WI 53227

Hours of Operation

Monday-Thursday  
7:00 a.m. - 6:00 p.m.

Friday  
CLOSED

Saturday  
(open the 2nd Saturday of every month)  
8:00 a.m. - 12:00 p.m.

Office Phone/Fax

Phone: 414-604-3098  
Fax: 414-546-3133

Appointment Scheduling

Appointments are required.

Please schedule an appointment prior to arriving at the Wellness Center  
through one of the following methods.

Toll-Free Scheduling Line at 866-959-9355

Questions? Contact Melissa Cherney Human Resources  
Specialist 414-604-3063 or [cherneym@wawmsd.org](mailto:cherneym@wawmsd.org)