

To: All Avondale School District Employees
From: Anna Glass, Benefits Secretary
Larry Westley, Human Resources Consultant
Topic: Workers Compensation
Work Related Accidents and Injuries
Date: August 1, 2017

The Avondale School District has contracted with the Occupational Medicine Center of Crittenton Hospital to process the Districts Workers Compensation Injuries. Crittenton Hospital has a full service Occupational Medicine Department staffed by a board certified Occupational Medicine Physician and COHN-S Nurse.

Effective immediately all Avondale School District employees should go to the Crittenton Hospital Occupational Medicine Department to receive treatment for work related accidents and injuries for the first ten (10) days.

The Occupational Medicine Department is located at

[Crittenton Hospital \(1101 W. University, Rochester Hills, MI 48307\).](#)

You enter the Occupational Medicine Department through the Emergency Department entrance on the west side of the hospital.

The Occupational Medicine Department is open Monday to Friday from 7:00 AM to 5:00 PM. After hours, all employees should use the Emergency Department at Crittenton Hospital.

All Employee Accident reports are to be completed and returned to Anna Glass, in the Benefits Office within twenty-four (24) hours of the incident. The Administrator in charge must sign the accident report.