

Necessary Procedures for Injury in the Line of Duty

Summary Checklist

If you are injured in school, there are procedures that you must follow.

1. *Comprehensive Injury Report:

- Required – to be filed within 24 hours of your accident.
- Principal forwards it to Superintendent who approves or disapproves it and returns it to the school payroll secretary.
- Must be sent from school to Superintendent within 24 hours of receipt by Principal.
- Superintendent must approve and return within 5 working days.
- For problems contact your UFT Chapter Leader or UFT District Representative. If time frames are not followed it is grievable.
- Submitted on : _____

2. *OP198 Absence Form:

- Required – as quickly as possible.
- Submitted to payroll secretary at school as quickly as possible – Medical Bureau will not grant LODI status without it.
- For problems contact your UFT District Representative.
- Submitted on: _____

3. *OP200 Legal Form:

- **Required – As quickly as possible.**
- **Submitted to the payroll secretary at your school.**
- **Notarized – then submit as soon as possible since Medical Bureau will not grant LODI status without it.**
- **For problems contact your UFT District Representative.**
- **Submitted on: _____**

4. UFT Incident Report:

- **If the victim of an assault or reckless endangerment submit as quickly as possible.**
- **UFT Chapter Leader gets it.**
- **Contact UFT Victim Support Unit at 212-598-6853.**
- **Submitted on : _____**

5. OP407 Confidential Medical Report:

- **If injury is of a confidential nature.**
- **To be submitted as quickly as possible.**
- **Submitted directly to the Medical Bureau by your doctor.**
- **Contact the Medical Bureau to confirm receipt.**
- **Submitted on: _____**

Remember to do the following:

- 1. Obtain from the payroll secretary all signed, approved/disapproved copies of submitted forms.**
- 2. Call Heidi Lystad, Supervisor of Scheduling, at the Medical Bureau (718-935-2731) or contact her via e-mail at hlystad@nycboe.net to arrange an appointment.**
- 3. If you are not being paid, call your UFT District Representative immediately.**

***The Medical Bureau must receive all of these forms before acting on your claim for LODI status.**