

## **Business Services News, Fall 2018**



**A welcome message from Doana Anderson, Director of MESD Business Services**

Welcome to the Fall Business Services newsletter. It was a busy summer for our office. Thanks to everyone our audit went smoothly and now we can put our full attention on the new school year. We have some special Coming Attractions heading your way. Please read on!

*We're searching for opportunities to visit with staff for one hour and learn more about what you do. Please contact me if you would like to schedule a visit.*



### **The Business Services Team**

(Front Row, L-R: Don Hicks, Traci Silverman, Karen Daniels, Brian Altman;  
Back Row, L-R: Dana MacFarlane, Cuc Boone, Doana Anderson, Diane Clark, Sara Bottomley)



Stay tuned to the Business Services Newsletter! We are currently hard at work on these new features:

-A Business Services **Intranet** site where MESD employees can more efficiently access information, reports, etc. No separate log-in will be required.

-A Google calendar for general Business Services and one for Budget-related items. These contain due dates and other important dates that may be helpful for you to keep in mind. MESD employees will be able to view these in conjunction with their own calendars.

-An online GL Coding Guide to help you easily select appropriate object codes.

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## From the desk of Don Hicks, Contracts & Risk Manager

### **Quick Tips: If You're Injured at Work:**

- ALWAYS tell your Supervisor
- ALWAYS fill out the [SIA \(Safety Incident Analysis\)](#)
- SOMETIMES *additionally* fill out an [801](#) (if you see a Dr.) Return the 801 to HR.
- SOMETIMES *additionally* call SHS at (503) 257-1732 (if you have a bodily fluid exposure)

### **About Injuries on the Job**

The SIA (Safety Incident Analysis) is MESD's online injury reporting tool. Every time you experience an injury on the job, you need to [make a report in the SIA](#). Use your MESD Network name and password to login.

An [801 form](#) is how you make a Workers Comp claim. You only need the 801 if you visit a paid medical professional. So, if you see a doctor, fill out *both* the SIA *and* the 801. Send the filled-out 801 to MESD's Human Resources.

If your injury involves a bodily fluid exposure, call MESD School Health Services at (503) 257-1732.

Additionally, always tell your Supervisor that you were injured on the job!