

WORKERS' COMPENSATION

(See Operating Procedure 4.4)

Workers' Compensation payments shall be paid as established by Law, Chapter 440, Florida Statute.

1. Dial 9-911 for all Workers' Compensation medical emergencies.
2. Notify the Risk Management and Safety Department when employees are transported to the hospital.
3. Should an employee be injured in an accident arising out of and in the course of employment, a "Workers' Compensation Injury form must be completed and filed with the Risk Management and Safety Department, within 24 hours by the principal or department head. Retain the school/department copy for your records, give the employee the copy marked "Employee Copy" and forward all remaining copies to Risk Management and Safety Department.
4. Should the employee require immediate medical attention, the employee should utilize the nearest hospital emergency room. In non-emergencies, if an employee requires medical attention, call the Risk Management and Safety Department. The Workers' Compensation specialist will schedule an appointment with the appropriate physician.
5. ONLY PHYSICIANS APPEARING ON THE WORKERS' COMPENSATION MEDICAL PANEL ARE TO BE UTILIZED.
6. Whenever an employee is absent from work due to a work-related injury, the Workers' Compensation specialist, Risk Management and Safety Department, must be informed by submitting the Supplemental Information portion on the First Notice of Injury form. When the employee returns to work, the Supplemental Information portion is again utilized to inform the Workers' Compensation specialist of the return date.
7. Each principal/department head shall maintain a current Workers' Compensation Procedure Guide. If there are any questions, call the Workers' Compensation specialist at the Risk Management and Safety Department.

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