

Reporting a Work-Related Injury

For medical emergencies, call 911 for help or transport the employee to the nearest medical facility. After emergency medical care is secured, contact **AmeriSys** (the State of Florida's medical case management vendor) by calling **1-800-455-2079** to report the incident. **Also contact Michelle Hardy, WFREC, (850) 983-7121**

An emergency room should only be used for life-threatening injuries or for after-hour care of injuries that require immediate attention, such as burns, eye injuries, chemical exposures, head injuries, and similar traumatic injuries. Simple sprains, strains, bumps, bruises, minor lacerations, etc., should not normally require that an employee go to the emergency room. Most of those types of injuries can be cared for when other facilities are open for business.

If a non-life threatening on-the-job injury occurs:

1. The employee should notify a supervisor and then **immediately** contact **AmeriSys** (the State of Florida's medical case management vendor) by calling **1-800-455-2079** **prior to obtaining medical treatment**. AmeriSys will determine if medical treatment is necessary, and assist the employee and supervisor in completing the required First Report of Injury or Illness form for the employee. **Injured employees who do not think they require medical care should still contact AmeriSys to discuss the circumstances of their accident.** Employee and supervisor should be prepared to provide information such as Location Code **(0175-UF IFAS)** description of the injury, job title, hire date, rate of pay, department, social security #, etc. The supervisor will be asked to leave the room while the AmeriSys intake person obtains the injured employee's personal health history.
2. **If you require medical attention, the medical provider must be authorized by AmeriSys prior to obtaining medical treatment.** AmeriSys staff will select an appropriate medical provider and arrange the initial appointment and any necessary follow up treatment from within the AmeriSys Workers' Compensation Services Provider Director. AmeriSys staff will direct you to an authorized medical care provider to treat your injury, thereby insuring that you do not incur any expenses.
3. When you arrive at the authorized medical provider's facility, be prepared to show proof of identification in the form of a UFID, driver's license, or other acceptable picture ID.
4. **Also contact Michelle Hardy, WFREC, (850) 983-7121**

After receiving notification from AmeriSys of a work-related injury or illness, the University of Florida's Workers' Compensation (UFWC) Coordinator will contact the employee and supervisor to discuss any questions regarding Workers' Compensation, including wages, time reporting, usage of leave, follow up care and absences for appointments, and modified duty. UFWC can be contacted at (352)392-4940 or via email at: workcomp@ufl.edu

**** Please send all paperwork to the HR office at the Milton Campus, and they will forward to Gainesville.**

***** Remember: You must attend all of your scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination.**

Important: After every medical appointment, you must provide your supervisor and HR Milton with medical documentation of your work status. HR Milton will forward this document to Gainesville UFWC. Specifically, this will be a copy of the Florida Workers' Compensation Uniform Medical Treatment/Status Reporting Form (DWC-25). The UFWC Coordinator will review the employee's status and, if applicable, the medical provider's restrictions to determine if the person is eligible for the Modified Duty Program. If the DWC-25 or duty status indicates that an employee is not permitted to work or if the restrictions cannot be accommodated by the department, the supervisor must contact the UF Workers' Compensation (UFWC) Coordinator at (352)392-4940 immediately.

The supervisor must complete the Accident Investigation Report and submit it to Environmental Health and Safety and the UFWC office within 24 hours of the accident.

Contact the UF Workers' Compensation (UFWC) office:

- If you are unable to attend a scheduled medical appointment.
- For assistance with recording your time and/or leave for doctor appointments, leaves of absence whether paid or unpaid, and/or when you are receiving workers' compensation salary indemnification benefits.
- If you have concerns related to your claim, the medical care you are receiving, or the benefits you are receiving.
- If your work unit does not provide you with modified duty work. The UFWC Coordinator will discuss the modified duty program and whether you may be eligible to receive Workers' Compensation benefits.

Contact your supervisor daily or as directed by your supervisor in order to keep him/her informed about your medical progress, on-going treatment, and prognosis for recovery.

Read UF's modified duty statement. When your medical provider releases you to work, regardless of the limitations/restrictions you may have, you must be willing and available to return to the workplace.

Questions? Contact UFWC at: (352) 392-4940 and/or via e-mail at: workcomp@ufl.edu. You may also contact UFWC by dialing 1 -800-955-8771 (TDD).

Remember: Absence from work due to a work-related injury or illness will count toward your Family and Medical Leave Act (FMLA) entitlement as set forth in the Act.

After Hours Work-Related Injuries

Workers' compensation medical care coverage applies to all employees who are authorized to perform their assigned job duties - no matter what time of day or what day of the week it is. The intake unit at AmeriSys is in operation 24 hours a day / 7 days a week and should be contacted promptly to report after hours work-related injuries. AmeriSys will be able to direct the employee to a facility in their local geographic area.

Please go to the nearest emergency room or medical facility if you sustain a life-threatening or traumatic injury requiring immediate care.