

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
Risk Management Office

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Reporting Work Related Injuries
Florida Workers' Compensation Law

If you suffer a work related injury/illness, The School Board of Sarasota County, Florida is committed to returning you to the same state of function you enjoyed previous to the injury/illness and to bringing you back to work as quickly as possible. Listed below are your rights and responsibilities under the Florida Workers' Compensation Law.

As an employee, you have a right to:

- Receive timely and appropriate medical care for injuries sustained during the course of, or arising out of, your employment.
- Receive timely and understandable information concerning your treatment including available alternatives and their potential effectiveness.
- Receive your treatment with dignity, courtesy, respect, privacy, and with all of the confidentiality specified within the workers' compensation laws.
- Select or change the Primary Care Physician (PCP) or Specialist Physician utilizing established procedures.
- Request a one time independent medical examination.

As an employee, you are responsible to:

- Immediately report any injury received on the job to your supervisor or manager.
- Contact, or have your supervisor contact, the case manager prior to seeking medical care for an occupational injury that does not require emergency treatment.
- Obtain all medical care from providers authorized by the claims administrator.
- Follow your provider's instructions regarding your treatment.
- Keep all scheduled appointments.
- Return to active employment when released by your physician.

CLAIM REPORTING SYSTEM

In the case of injury or illness requiring services that are *not* an emergency (back pain, sprained ankle, etc.), the employee must notify his/her Supervisor and the Workers' Compensation Cost Center Contact Person. The Contact Person will report the claim Online to obtain authorization prior to the employee obtaining care. If not able to report online, the claim may be reported by calling 1-888-763-1450. The injured employee must be available by telephone to discuss his/her injury status with the Triage Nurse Case Manager. ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.

All medical care, with the exception of emergencies, must be routed through the case manager.

Emergency Care:

- If it is a true emergency, have someone call 911 or take you to the nearest emergency room
- A supervisor will call Johns Eastern Company at 1-888-763-1450
- Any additional medical care that is needed will be coordinated through them.

AFTER CARE HOURS

Medical care is available 24 hours a day, seven (7) days a week (including holidays). If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employer and/or the employee must report the claim immediately to Johns Eastern Company, or no later than, the next business day to report such visits.

TRAVELING EMPLOYEE

Except in emergency situations, employees who are injured outside of the service area must call Johns Eastern Company at 1-888-763-1450 prior to treatment. Unless prior authorization is received for non-emergency care outside of the service area, the employee could be held responsible for payment.