

# Workers' Compensation

Northwest Florida State College is committed to providing a safe and healthy environment for all of its employees. The Human Resources Department administers the Workers' Compensation Program for the College.

- The purpose of the Workers' Compensation program is to coordinate and manage claims relating to work-related injuries sustained by college employees.
- Some aspects of the claims process include: reporting an injury, obtaining medical treatment, and returning the employee to work.
- These policies and procedures can also provide guidance, especially in areas, such as time & leave and payroll issues.
- It is our ultimate goal to return employees to work as quickly and efficiently as possible.

## Reporting Workplace Injuries/Illnesses Procedure

- The employee must report all work-related injuries/illnesses to the supervisor immediately.
- The employee and supervisor must complete the Incident/Injury Report form and submit it to Human Resources as soon as possible after the injury.
- If the supervisor is unavailable, the report should be completed by the employee and the department head. Failure to report an injury/illness may result in forfeiture of rights available from workers' compensation.

To complete an Incident/Injury Report can be found in RaiderNet under "Forms".



## Emergency Situations

- If an employee sustains a work-related injury or illness that requires emergency medical treatment, they should go directly to the hospital or if needed call emergency medical services by dialing 911.
- The employee's supervisor should notify Human Resources of the injury as soon as possible and submit the Incident/Injury Report form.

## Reporting Procedures After Hours/ Holidays/Weekends

- Injured employees should report their injury to their supervisor and call Campus Police at 911 or 850-729-6888. If needed Campus Police will assist in arranging medical treatment.
- An Incident/Injury Report should be submitted to Human Resources on the first workday following the injury.

## Authorization for Medical Treatment for Work-Related Injuries/Illnesses

- To receive authorization for treatment, contact the Workers' Compensation Coordinator in Human Resources by calling 850-729-5365.
- Incident/Injury Report form still needs to be submitted as soon as possible.
- Human Resources will then report the injury to Gallagher Bassett Services, the workers' compensation third party administrator.

## Follow-up Medical Visits

- Employees must submit certification from an authorized physician to their supervisor and Human Resources if they are unable to work as a result of a work-related injury/illness.
- Documentation of each medical appointment that includes the employee's work status must be submitted to the immediate supervisor and Human Resources after each appointment.
- Employees who are released to work by the physician are expected to return to work immediately.

## Workers' Comp Works for you!

If you have any problems with your claim or suffer excessive delays in treatment, contact the State of Florida's Division of Worker's Compensation at 1-800-342-1741.

## NWFSC participates in the Workers' Compensation Anti-Fraud program.

Anyone providing information to the Department of Financial Services leading to an arrest or conviction of someone committing fraud can receive up to a \$25,000 reward.

Persons may report suspected fraud to the department at **1-800-378-0445** or online at <https://www.myfloridacfo.com/Division/DIFS/WCFraud/>

A person is not subject to civil liability for furnishing such information, if such person acts without malice, fraud or bad faith.

