



PLEASE POST

REPORTING AN INJURY

The employee is to notify his/her supervisor at once and have a First Report of Injury/Illness Form completed.

When an employee reports an injury, **RISK MANAGEMENT/*DESIGNEE** must be notified **immediately**.

FORMS

Whether or not treatment is requested, a **First Report of Injury/Illness Form** must be filed **on line immediately** with Risk Management. **FOUR forms** will print: **1) First Report 2) Injured worker instructions 3) Medical Care Acknowledgement Statement 4) Return to work form**
COPY ALL FORMS TO EMPLOYEE

TREATMENT

The employee has **30 days** to request treatment. They must contact **Risk Management** & all treatment must be **authorized and in the Network**.

FACILITIES

Employees are **required** to go to:
1) Peace River Regional Medical Center
2) American Injury Center

Exception: in the case of a life-threatening emergency the employee should be taken to the nearest Emergency Room Facility.

REGISTRATION

Please Sign "IN" & "OUT" at American Injury Center for all appointments on CCPS/EMI Register

WORK RESTRICTIONS

Diagnosis, treatment and **any** work restrictions need to be reported to **Risk Management/*Designee**. Risk Management will work with the employee and his supervisor team to accommodate restrictions.

INJURY in the LINE of DUTY

The School Board allows Workers' Compensation Claimants ten (10) days of Injury in the Line of Duty. They are paid their regular rate of pay. **Physician ordered No Duty Status or Medical appointments**. The form is to be **verified** by Risk Management.

WORKERS' COMPENSATION

Extended time off due to physician's restrictions, and after the 10 days of ILD, Employers Mutual Inc. will pay the employee directly for their physician authorized time off. Each employee with a **filed claim** will receive a pamphlet entitled "**What Employees Need to Know About Workers' Compensation in Florida.**"

Please Note: REFER to Risk Management for defined Process and Forms.

Carrier: EMI
700 Central Parkway
Stuart, FL 34994
1-800-431-2221

*Designee for Risk Management: EMI (Employers Mutual Inc.) 1-800-431-2221