

WORKERS COMP PROCEDURE CHECKLIST

(* Forms should be submitted to Risk Mgmt. within 24-hours of incident. ***)**

1. Vehicle Accident Only: See Attached Information Sheet
2. Injuries: Provide employee with medical care:
 - If critical / transporting by ambulance: direct employee to nearest Emergency Room. Supervisor will complete paperwork as best possible and indicate that employee is unavailable / incapable of signing.
 - If urgent/immediate treatment needed: Give employee Authorization to Physician form to obtain medical care and then instruct to follow-up after appointment to complete paperwork as listed below.
 - If non-emergency: Supervisor and employee to complete paperwork before going to the doctor:
3. Incident Report - Employee should first complete appropriate sections for the type of claim as indicated at the top of the form. Supervisor should complete remaining details.
If employee does not wish to seek medical treatment, proceed to Step 8
4. First Report of Injury or Illness – Complete highlighted sections
5. Authorization to Physician – Complete highlighted sections – send with employee to the doctor.
6. Employee Workers Compensation Procedures / Brochure – have employee sign. Instruct employee to read brochure and keep for their records.
7. Pharmacy Authorization Form – complete employer section and give to employee to take to pharmacy if medication is prescribed.
8. Authorization for Release of Medical Information – have employee complete and sign.
9. Make copies of all forms except brochure.
10. Send completed paperwork to Risk Management **within 24 hours** of incident/accident by fax (772) 770-5098, email: jley@ircgov.com or hand deliver
11. Employees should bring a completed Work Status form to Risk Mgmt immediately following each doctor visit.
12. Does employee's family need notification?
13. Contact Risk Management and HR if employee needs to be tested under Florida Drug Free Workplace guidelines or Federal CDL requirements.
 - Vehicle Towed • > \$3,000 Damage
 - Employee Transported via ambulance • Reasonable Suspicion

Risk Mgmt: **Beth Martin** (772) 226-1287 or (772) 226-1292
Cell: (772) 766-3644 and/or advise 911 Dispatch to contact Beth