

Indian River County, Florida

EMPLOYEE WORK COMPENSATION PROCEDURES

Injury Reporting:

If you are injured on the job, it is your responsibility to immediately report the injury to your supervisor. If medical treatment is requested, you and your supervisor or other departmental designee will complete the First Report of Injury required by the State of Florida, the County-required Supervisor’s Incident/Accident Report form, and the doctor and pharmacy authorization forms.

Initial Medical Treatment:

Your supervisor will give you an Authorization to Physician / Medical Treatment / Return to Work Form that you will take to your authorized treating physician. For initial treatment, this will be one of the following locations unless you have a medical emergency requiring hospital emergency room care.

Clinic	Address	Phone	Hours
Care Spot Urgent Care	1820 58 th Ave, Unit 110, Vero	257-3200	Mon-Sun 8-8
Indian River Walk-In Care	1880 37 th St., Ste 4, Vero	778-1400	M-Th 8:00-2:00 / F 8-10 (Call for appt)
MD Now (IR Walk-In Clinic)	640 21 st St., Vero	299-1092	M-F 8-7 / Sat 9-5 / Sun 11-5
IRMC Walk-In Sebastian	801 Wellness Way, Sebastian	226-4200	M-F 8-6:00 / Sat 9-4:00
MedExpress Urgent Care	1150 US Hwy 1, Vero Beach	978-5679	Mon-Sun 8-8

The Pharmacy Authorization (Healthsystems) can be used to fill prescriptions issued by the Doctor.

YOUR RESPONSIBILITY:

Beginning with the first medical treatment you receive, and at every physician’s visit following that first treatment, YOU are responsible to hand deliver to Risk Management (County Administration Office, 1800 27th Street, Building B, Vero Beach, FL) or have your Workers’ Compensation doctor fax to Risk Management at 772-770-5098, a completed Florida Workers Comp Uniform Medical Treatment / Status Reporting Form (DWC-25) or comparable report after each visit with your doctor, even if you are in a non-work status as a result of your injury. This important document gives the County information on follow-up appointments, referrals to other medical providers such as physical therapists, and your work status including any limitations that resulted from your injury. Work status will then be provided to your department for scheduling and payroll calculations.

If you have questions, please call Judy Ley, Workers’ Compensation Coordinator, at 567-8000, ext. 1292, or Beth Martin, Risk Manager, ext. 1287.

EMPLOYEE ACKNOWLEDGEMENT:

I have received a copy of the Employee Facts brochure from the Florida Dept. of Financial Services. I have read the above and agree to keep my department informed of my work status with written documentation from my treating physician.

Printed Name

Date

Signature