

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	2660	PAGE 1 of 3
PROCEDURE TITLE:	Workers' Compensation	
STATUTORY REFERENCE:	FLORIDA STATUTES 1001.64; Florida's Workers' Compensation Law (Florida Statutes, Chapter 440)	
BASED ON POLICY:	II-83 All Personnel: Worker's Compensation Law	
EFFECTIVE DATE:	January 28, 1972	
LAST REVISION DATE:	January 18, 2005; August 18, 2016; September 2018; May 13, 2024; October 4, 2024	
LAST REVIEW DATE:	January 18, 2005; August 18, 2016; September 2018; May 13, 2024; October 4, 2024	

I PURPOSE

To inform all employees of the benefits available under the Workers' Compensation (WC) Law and to provide information on how to apply for benefits.

General:

A. Benefits Provided by Workers' Compensation Law

1. Initial medical expenses incurred at the assigned Workers' Compensation clinic or emergency room treatment, when warranted, that occur due to on-the-job injuries, are paid upon receipt of proper medical reports.
2. Additional medical expenses, as authorized under F.S. §440, are paid if treatment is related to accidents arising out of the course and scope of employment, requested by the treating physician and must have prior authorization from the insurance provider's claims adjuster and be performed by an authorized provider.
3. Compensation shall be paid after the seventh (7th) day of disability. If disability extends to more than twenty-one (21) days, compensation shall be paid from the commencement of the disability.

B. Benefits Provided by the Institution

Twelve (12) days for illness in-line-of-duty leave are provided to full-time employees. When this leave has been exhausted, regular sick leave will be used.

C. Benefit Payment

1. Compensation checks are mailed from the College's Workers' Compensation Insurance provider directly to the employee's home.
2. Payroll and Benefits Accounting Department will be provided with the amount of the compensation check by Risk Management. The full-time employee's available "Illness in-Line-of-Duty Leave," "regular Sick Leave," and "Vacation Leave" will be charged at a rate of 1/3 of a workday for every full day the employee is out and the employee will be paid the difference between the Workers' Compensation and the employee's regular daily rate.

II. PROCEDURE

A. Treatment for Injuries

1. For life-threatening injuries, call 911. If determination is to transport injured employee to the nearest hospital, the designated EMS provider will transport to the nearest emergency room. Afterwards, contact Public Safety to report the injury.
2. For all other injuries requiring off-site treatment, contact Public Safety to report. They will provide the locations of authorized occupational clinics for the injured employee to choose. Workers' Compensation medical benefits are provided under a managed care system which requires utilization of approved providers. After an initial assessment, the injured employee may be referred to specialists, as necessary. A Workers' Compensation claims adjuster is assigned and must approve all treatment after the initial assessment and treatment.

B. Submission of Injury Report

The employee in all instances of injury, regardless of degree, arising out of and in the course of employment, must report the injury to his/her supervisor and must submit a written report as required in paragraph C below.

C. Injury Report Forms

1. All reports of work-related injury/illness will be completed and submitted by Public Safety, on the "Florida College System Risk Management Consortium (FCSRMC) Accident/Incident" form and forwarded to Risk Management.


2. Risk Management will complete a “First Report of Injury/Illness” form, should medical treatment be necessary.

D. Immediate Supervisor's Responsibility

1. Reports of all injuries must be filed with the Public Safety Office within twenty-four (24) hours for referral to Risk Management.
2. Inform employees who require off-site medical treatment that Public Safety will provide them with a Workers’ Compensation Referral for Medical Services form, which authorizes this action, and the location of authorized occupational clinics.
3. Complete a “Supervisor Accident Investigation Report Form” and file it with the Risk Management office within seven (7) days of the date of injury.
4. Inform Risk Management on the first day of a reported absence, when the employee is unable to report to work. Risk Management will notify the supervisor when the employee is cleared to return to work.

E. Employee’s Responsibility

1. Report all on-the-job injuries immediately to the immediate supervisor and Public Safety.
2. If outside medical treatment is required, the employee must go to a MDC-authorized WC provider as soon as possible. Public Safety will provide employee with a list of authorized WC Clinics. For life-threatening conditions only, call 911 and proceed to the nearest emergency room.
3. When the employee returns from the first evaluation, or any future treatment, he/she must provide the supervisor and Risk Management with a copy of the Work Status Report (DW25). The employee must advise supervisor and Risk Management immediately of any changes in work status.
4. If the treating physician assigns modified duty, the employee must inform supervisor and follow the work restrictions. If the department cannot provide modified duty, the employee must contact Risk Management immediately to discuss temporary alternative assignments.
5. Any questions regarding Workers’ Compensation process should be addressed to Risk Management or the assigned claims adjustor.

	10/04/2024
PRESIDENT	DATE