REPORT OF ON-THE JOB INJURY REQUIREMENTS

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I. OBJECTIVE

The purpose of this procedure is to identify the steps needed to be taken by Rollins College supervisors and employees to ensure that on-the-job injuries are reported promptly, that injured employees receive medical attention as soon as possible and that the paper work flow for claims filing is handled appropriately.

II. EFFECTIVE DATE

This procedure is effective upon receipt and supersedes all previously issued policies.

III. APPLICATION

This procedure applies to all faculty, exempt and non-exempt staff and students who are working for the College either through financial aid or through the regular College payroll system.

IV. MEDICAL TREATMENT

For Non-Life-Threatening Injuries

Except for medical emergencies you must receive initial treatment for your work-related injury from a physicians(s), clinic(s) or facility authorized by the College’s workers’ compensation insurance carrier. The College’s workers’ compensation insurance carrier has contracted with a preferred provider and pharmacy networks to provide superior and prompt service to injured employees. The three (3) initial treatment centers most commonly used are Winter Park Urgent Care, Centra Care on Lee Road and Jewett Orthopaedic Convenient Care Center Walk-In Clinic. If a service is not authorized it may not be covered under the worker’s compensation policy.

Life-Threatening and/or Emergency Injuries

Life-Threatening/Emergency procedures are similar except that you need to immediately call 911, contact Campus Safety x2999 and facilitate transportation of the injured employee to the nearest emergency facility. Human Resources will conduct an investigation to gather information on the injury and report it to the workers’ compensation insurance carrier.

Employees should be aware that medical treatment costs cannot be paid by the College without the authorization of the Human Resources Department.

V. REPORTING ON-THE-JOB INJURY PROCEDURES

A. Non-Life Threatening Injuries

2. When an injury occurs, the employee must notify their supervisor and Human Resources Department immediately. All injuries must be reported even if the employee does not desire treatment.

2. If an injury is reported to the Campus Security Department:

   a. Campus Security needs to call the Human Resources Department immediately at 407-646-2105 or 407-646-2369 and notify them of the injury.
b. Campus Security needs to fax a copy of their Incident Report to Human Resources at 407-646-2188.

3. Human Resources will immediately report the claim to its workers’ compensation insurance carrier to start medical/claim management and direct the employee to an approved physician(s), clinic(s) or medical facility. For non-emergency treatment the employee will be or initial treatment.

4. Employees should return to work as soon as possible after treatment. They must promptly present Human Resources with a work status form from the provider stating whether they can return to full duty or modified duty. The College will review the work status form to determine whether or not the modified duty with work restrictions can be accommodated.

5. If an employee requires time away from work Human Resources will inform the injured employee’s supervisor on the length of time of expected absence.

B. Life-Threatening and/or Emergency Injuries

1. Call 911 and Campus Security at x2999 and notify them of the injury.

2. Campus Security needs to call the Human Resources Department immediately at 407-646-2105 or 407-646-2369 and notify them of the injury.

3. Campus Security needs to fax a copy of their Incident Report to Human Resources at 407-646-2188.

4. The injured employee can receive treatment at one of three initial treatment centers most commonly used are Winter Park Urgent Care, Centra Care on Lee Road and Jewett Orthopaedic Convenient Care Center Walk-In Clinic. If emergency care is required, the injured employee can seek treatment at the nearest emergency facility.

5. The injured employee must contact Human Resources the next business morning. The injured employee will complete a report with Human Resources and receive an ID Form and be advised of their rights and responsibilities at that time.

C. Injuries Occurring After Business Hours

1. In the event any injury involving an employee occurs after business hours, call Campus Security at x2999.

2. Campus Security needs to call 407-646-2105 and leave a voice message with the following facts regarding the injury including:
   - Employee’s name and department
   - When/Where/How the injury occurred
   - Type of injury (cut, burn, break, etc.)
   - Exact body part(s) injured
   - Names of witnesses

3. Campus Security needs to fax a copy of their Incident Report to Human Resources at 407-646-2188.

4. All injuries must be reported to Campus Security and Human Resources even if the employee does not desire treatment.
D. Failure to comply with the reporting requirements outlined above may jeopardize the employee's eligibility under the College's liability insurance programs.

VI. INJURED EMPLOYEE’S RIGHTS & RESPONSIBILITIES

For job related injuries this is the information you will need in order to facilitate your treatment and recovery from your on-the-job injury. This is also your information regarding your rights and responsibilities under state law. Failure to comply with these procedures may jeopardize your Workers' Compensation Benefits.

Your job related injury will be reported to the worker’s compensation insurance carrier. A claims representative will coordinate your medical and wage benefits. A medical management coordinator may review your medical treatment with the medical provider.

- All life threatening emergencies should be handled by calling 911. Otherwise, if you are hurt on the job, you must tell your supervisor immediately. The employee is to report the claim to Human Resources and Security Departments immediately.

- Except for medical emergencies you must receive initial treatment for your work-related injury from a physician(s), clinic(s) or facility authorized by the College's workers’ compensation insurance carrier. The College’s workers’ compensation insurance carrier has contracted with a preferred provider and pharmacy networks to provide superior and prompt service to injured employees. The three (3) initial treatment centers most commonly used are Winter Park Urgent Care, Centra Care on Lee Road and Jewett Orthopaedic Convenient Care Center Walk-In Clinic. If a service is not authorized it may not be covered under the worker's compensation policy.

- If you are referred to a specialist for treatment you will are required to seek authorization from worker’s compensation insurance carrier. Also, you must notify the Human Resource Department immediately. The worker’s compensation insurance carrier will authorize all hospital admissions, surgeries, physician visits, and other necessary medical care in accordance with the Florida Workers’ Compensation Act. If a service is not authorized it may not be covered under the employers’ workers’ compensation policy.

- You are required to return the Physician/Nurse’s status form and report your follow-up treatment plan to the Human Resource Department promptly.

- You are required to keep all follow-up appointments.

- Prescriptions may be filled at any local pharmacy. You will receive a Pharmacy Prescription Fill Form from Human Resources. Please show the pharmacy this sheet. Eligibility is determined electronically, so no ID card is required to obtain prescriptions. Only the Pharmacy Prescription Fill Form is required to have your prescription filled.

- You are required to advise your Supervisor and the Human Resource Department of any injury-related time taken.

- The Campus Security Department completes an incident report and investigates the injury and takes appropriate action.

- The Director of Environmental Health & Safety receives a copy of the Notice of Injury Form and investigates the injury and takes appropriate action.
• Rollins College provides light duty work; normal duties may be modified to accommodate your condition and that any such modifications will be consistent with any applicable legal medical requirements.

• Time Lost due to a Worker’s Compensation injury will be covered at 66 2/3% as follows: The first seven (7) calendar days are not reimbursed until after the person has been out 21 calendar days. The eighth calendar day and beyond will be paid after the fact on a bi-weekly basis. Staff members may use PTO or may choose unpaid leave under FMLA during the first week (5 working days) of absence from work due to a work-related injury, but thereafter will be limited to payments under worker’s compensation.

• As per 440.13(2)(f) an employee is entitled to a one time change in physician during the course of treatment for one date of accident.

• After you have reached maximum medical improvement (MMI), you will be required to pay $10 co-payment for any additional treatments related to the job related injury.

VII. GENERAL

Questions concerning this procedure should be referred to the Human Resources Department.

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