



WORKERS COMPENSATION – EMPLOYEE ACKNOWLEDGMENT

To provide quality medical care in the event of a work-related injury or illness, the Volusia County School District has instituted a Medical Management Program for Workers' Compensation with AmeriSys, which includes the Coventry Network of medical providers. Claims will be administered by United Self-Insured Services (USIS). Any treatment received apart from the provider(s) authorized by USIS is the responsibility of the employee.

By signing this, I agree that I have read this document and I understand it is my responsibility to:

- Complete a Comprehensive Accident Report
- Review and sign the First Report of Injury or Illness prepared by the designated benefit contact and the Employee Acknowledgement Form
- Review the Employee Facts brochure
- Ensure all medical treatment obtained is only through an authorized workers' compensation medical care provider
- **Report back to the supervisor/benefit contact immediately after each medical appointment to advise of work status and restrictions assigned by the authorized physician in writing, even if you are not returning to work that day. THE EMPLOYEE WILL ALWAYS HAVE A TEMPORARY LIGHT DUTY POSITION MADE AVAILABLE TO ACCOMMODATE RESTRICTIONS.**
- To provide the work comp contact a copy of every doctor's report after each and every visit
- Follow the approved primary workers' compensation medical care provider's (i.e., PrimeCare or Centra Care) treatment instructions
- Obtain prescriptions through the My Matrixx RX authorization plan and understand all prescriptions must be authorized by USIS/AmeriSys
- Direct all questions about the level of care to the third-party administrator, United Self-Insured Services at 800-444-9098

I understand that:

- The use of hospital facilities should be for emergency treatment ONLY and requires advance authorization
- Only USIS will authorize and schedule all referrals (ie., orthopedic, physical therapy)
- Hours equivalent to ten (10) in-line-of-duty days can be used for workers' compensation medical appointments during working hours for FT/PT employees only. **If all in-line-of-duty days have been exhausted, time used for medical appointments during working hours would be taken from employee's time (sick, vacation, etc.), if available, or will otherwise be unpaid.**
- In-line-of-duty hours may not be used for missed days, unless an authorized physician has placed the employee on non-work status in writing and documentation has been provided to the benefit contact and the Workers' Compensation Analyst, Michelle Gallas (mlgallas@volusia.k12.fl.us).
- In-line-of-duty pay is not applicable to substitute teachers or substitute paraprofessionals.
- **If at any point, I have questions about my responsibilities, I should contact the Workers' Compensation Analyst, Michelle Gallas at mlgallas@volusia.k12.fl.us or extension 20225.**

Please sign below to indicate that you have read and understand the procedures to follow in the event of an injury or illness and your responsibilities under our managed care arrangement.

Employee's Signature

Date

Employee's Printed Name

Department/School Location