



Division: Finance	Procedure Title: Workers' Compensation Injury Reporting Procedure
Department: Workers' Compensation	Staff Contact #: 754-321-1911

Purpose of Procedure

To timely and accurately report injuries to the Workers' Compensation Injury Reporting Triage Line **(800-374-4810)** and determine employee work status following medical treatment.

Definitions:

1. Emergency Reporting Procedure— when a serious, unexpected, and often dangerous injury requiring immediate medical care (e.g. head trauma; broken bone; excessive bleeding)
2. Non-Emergency/Urgent Reporting Procedure – when emergent care is not required, but there is still an urgent need to report an injury.

Emergency Procedure

1. In the event of an Accident/Injury requiring emergency medical attention, **Immediately Dial 911.**
2. After dialing 911, the supervisor/Workers' Compensation (WC) contact should contact the Broward Schools Workers Comp Triage Unit at **1-800-374-4810** to inform them of the injury. **(24 hours 7 days/week)**

****Please provide employee name, body part injured and name of hospital they were taken to, if known.****

Non-Emergency Procedure

1. Employee reports the injury/illness to a supervisor immediately.
 - The employee should report EVERY injury, despite how minor it may be.
 2. The supervisor shall contact the Broward School Schools Workers' Compensation Unit at **1-800-374-4810 (24 hours 7 days/week)**
 - If a supervisor is not available, a designee, WC contact, or even the employee themselves may call.
 - Information will be given telephonically to a Triage Nurse to complete the First Report of Injury or Illness Form.
 3. The Triage Nurse will provide further instruction, including directing the employee to an appropriate physician, if medical treatment is necessary.
 4. The supervisor shall complete the Employee & Registered Volunteers Injury/Illness Report Form and email to Environmental Health & Safety at EHS-HELP@browardschools.com. Please follow the instructions on the back of the form.
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After each WC physician appointment:

1. The medical office will fax the work status (DWC-25) report to the Medical Case Manager (MCM) and the employee is given a copy of the DWC-25 form.
2. The WC MCM will review and immediately email the Office Manager/WC Contact the DWC-25 form.
3. The MCM will call Office Manager/WC Contact to confirm receipt of DWC-25 and discuss accommodations, if necessary.
4. If the employee returns from the visit prior to being contacted by the MCM, the supervisor should have the employee remain at the work location and immediately contact the MCM for assistance.
5. This process will remain consistent for any future medical visits.



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Accommodating employees with physical restrictions:

1. All employees who are released to work by their authorized treating physician will be accommodated, if possible.
2. If an employee is currently out of work under workers' compensation and it is determined that an employee can now be accommodated, it is the location's responsibility to call the employee to inform them to return to work. (Employee returns same day or next day).

NOTE: **If the employee does not return to work, please notify the Office Manager/WC Contact and Adjuster immediately.

3. If the Supervisor and MCM require additional assistance or support to make the necessary accommodations, the MCM will make a referral to James Camden, Stay-at-Work/Return-to-Work Specialist at 754-321-2672.

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