
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: WORKERS' COMPENSATION

NUMBER: PRO 5-09

REFERENCE:

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I. PURPOSE

The goal of worker's compensation is to provide all reasonably necessary treatment for occupational injuries/illnesses, including rehabilitation, and to return an employee to work in as close as possible to the same physical and economic condition as before the accident. An employee is defined as any person who is paid a salary or wage by the College.

II. FORMS

- a. Accident-Incident Report - RM-006
- b. Florida Department of Labor & Employment Security DWC-1 (1st Report of Injury) *

*Only for injuries/illnesses requiring medical attention and the form Workers' Compensation Referral for Medical Services is required to be completed by Benefits Coordinator.

III. GUIDELINES

- a. Employee's Responsibility
 - 1. Reporting an Injury
 - i. All injuries must be reported to the supervisor immediately. Failure to do so may result in loss of worker's compensation coverage;
 - ii. The accident-incident report must be completed and given to the Benefits Coordinator as soon as possible after the accident occurs;
 - iii. The DWC-1 form (1st Report of Injury) must be completed if an injury requires medical attention.
 - 2. Medical Attention
 - i. The Benefits Coordinator will authorize the employee to visit a College recommended physician. If the physician refers the employee to a specialist, the employee must ensure the referring physician has obtained prior authorization from the managed care organization. If the physician has not received authorization from the managed care organization prior to a specialist referral, the employee may be charged for any services provided by the specialist;

- ii. The employee is not to seek medical attention without authorization, except for a bona fide emergency. Authorization must be obtained from the College before going to a doctor for treatment of a work-related injury/illness;
- iii. The employee must follow the doctor's orders and do exactly what he/she says to treat the injury/illness;
- iv. The employee may seek a second medical opinion within the provider network, in the same specialty, during treatment;
- v. The employee may change to another provider within the provider network one time during treatment;
- vi. If dissatisfied with the course of treatment, the employee may file a formal grievance;
- vii. Upon return to work, the employee must take the doctor's diagnoses/orders to the Benefits Coordinator.

b. Supervisor's Responsibility

1. Reporting an Injury

- i. The supervisor or the employee must complete an accident- incident report immediately;
- ii. The employee must complete a DWC-1 form (First Report of Injury);
- iii. If the supervisor does not agree with the employee's claim, he/she must check the appropriate box on the Accident/incident report and document why;
- iv. If the doctor recommends "light duty"* or any other restriction, the supervisor must make all necessary and reasonable effort to accommodate the employee. If reasonable accommodations cannot be made within the employee's department, the supervisor must coordinate with the Benefits Coordinator before sending the employee home. The Benefits Coordinator will explore the possibility of "light duty" in any other department based on the employee's qualifications.
*"Light duty" refers to temporary or permanent work that is physically or mentally less demanding than normal job duties for providing alternative work for employees who are unable to perform some or all their normal duties.

2. Medical Attention

- i. College staff should not attempt to treat an injured employee; but rather call 911 for an injury requiring immediate emergency treatment;
- ii. The procedures set forth in the Emergency Response Manual should be followed.