



INJURY REPORTING POLICY

1. OVERVIEW

This policy provides procedures on the reporting of a work-related injury by County employees engaged in County business. This policy coincides with Florida's Workers' Compensation statutes.

2. DEFINITIONS

- 2.1. **County Physician** means the physician(s) agreeing to perform workers' compensation medical service for Okaloosa County and its employees.
- 2.2. **Compensable Injury** (generally) means an injury *by accident* arising out of and in the course of employment.
- 2.3. **Workers' Compensation Carrier** (a.k.a TPA or "Third Party Administrator") means the carrier agreeing to administer workers' compensation claims for Okaloosa County.

3. REPORTING

- 3.1. ***Employees will report all injuries, no matter how small or insignificant to their supervisor immediately.***
- 3.2. The supervisor shall be responsible for getting the injured employee appropriate medical attention.
- 3.3. The Medical Authorization for Treatment form authorizing medical treatment shall be filled out by the supervisor and taken by the employee to the medical facility.
- 3.4. Once the physician has seen the employee, the supervisor will forward the completed First Report of Injury or Illness form to the Risk Management office within 24 hours or one shift whichever is sooner.

4. AFTER HOURS REPORTING

- 4.1. The employee shall notify his supervisor as soon as practicable that he received medical attention after work hours.

- 4.2. Supervisor shall complete Medical Authorization for Treatment form and state that the employee visited the hospital emergency room after hours.
- 4.3. Once the physician has seen the employee, the Supervisor will forward the completed First Report of Injury or Illness form to the Risk Management office within 24 hours or one shift whichever is sooner.

IMPORTANT!

All work-related injuries that involve:

- hospital admission and/or fatality, or
- more than one employee injured at any one incident,

Will require immediate notification of the County Risk Management Director regardless of time of day. If the Risk Management Director cannot be contacted at their work phone, then Okaloosa County Communications (911) will be contacted and have them paged.

5. **FOLLOW-UP REQUIREMENTS**

- 5.1. The County physician will see all injuries that are deemed work-related and covered by the Florida's Workers' Compensation law.
- 5.2. Injured employees must continue to see the County physician for any follow-up visits unless referred out to a specialist by the County physician or a claims management specialist from the County's TPA.
- 5.3. If the employee desires a second opinion, permission must be obtained by the Risk Management office or the TPA claims management specialist before visiting another physician.
- 5.4. Employees are to provide copies of doctor's notes after appointments to the Risk Management office and are to keep the Risk Management office apprised of any changes that may occur with care or the injury.

NOTE

Failure to adhere to procedures may result in denial and/or discontinuance of workers' compensation benefits and the employee having to pay all medical treatment costs out of pocket. Payment of personal physician services for a workers compensation injury will be denied.

NOTE

It is important that department heads/supervisors maintain contact with the Risk Management office throughout the injured employee's recovery as information such as days away from work, restricted days, and/or any vacation days must be reported not only to the TPA, but also tracked by the Risk Management Office.

6. USE OF EMERGENCY ROOM

- 6.1. Employees may utilize the Hospital emergency room for injuries **only** for the following:
 - 6.1.1. After work hours, and when County physician is closed, or
 - 6.1.2. Injuries that require hospital admittance, or
 - 6.1.3. Life-threatening emergencies.
- 6.2. Failure to adhere to this Emergency Room policy may result in the employee paying for the cost of the visit.

6. USE OF EMS

If the injury is a life-threatening situation, or will require hospital admittance, EMS shall be the primary carrier for the employee to the emergency room.

7. INJURY INVESTIGATION

- 7.1. The employee will complete an employee First Report of Injury or Illness Form, describing in detail how the injury happened, the extent and location of injury, what unsafe act, condition, or combination of any, caused the injury, and a list of any witnesses.
- 7.2. The supervisor will investigate the accident and review the completed First Report of Injury or Illness Form with the employee, certifying through their signatures that the information given is accurate.
- 7.3. The supervisor will then forward the First Report of Injury or Illness Form and Supervisor's Accident/Incident Investigation Report to the Risk Management office within 24 hours.

8. TRANSITIONAL EMPLOYMENT

- 8.1. If the department is unable to accommodate work restrictions for an injured employee, the employee will be temporarily assigned to the Risk Management Department for a transitional work assignment.
- 8.2. Salary will be adjusted while employee is assigned to transitional employment.