

**Workers' Compensation**  
 Work-Related Injuries

Florida SouthWestern State College provides Workers' Compensation Insurance for all college employees.

***Medical Emergency***

**If you need emergency medical treatment, call 911 and Campus Public Safety immediately.  
 If this is an emergency, initial treatment should be sought by calling 911.**

Public Safety Campus Extensions:

|               |        |           |
|---------------|--------|-----------|
| Lee           | x11203 | (239-489- |
| Collier       | x33712 | (239-732- |
| Charlotte     | x55608 | (941-637- |
| Hendry/Glades | x66017 | (863-674- |

***All Non-Emergency Accidents or Injuries***  
*(With or Without Medical Treatment)*

**Note:** Only the General Counsel's office may authorize medical treatment in **non-emergency** related situations. If you have been injured at work and will be seeking treatment under Worker's Compensation, you **must** seek initial treatment from an authorized provider.

**Step-By-Step Procedure for All Non-Emergency Accidents or Injuries**

**Step 1:** Contact Public Safety immediately to report the accident or injury. Public Safety will complete an Incident /Accident Report, and you and/or Public Safety must contact the General Counsel's Office immediately at 432-7313 (ext. 16613)

**Step 2:** Contact your supervisor.

**Step 3:** If medical attention is required, the General Counsel's Office will provide a Referral for Medical Services and refer you to the College's Workers' Compensation Primary Care Physician. General Counsel's Office can also give you a First Script form at that time for any prescriptions are necessary after the physician's visit. If the employee would like reimbursement for mileage traveling to and from Physician/Hospital/therapist visits, a Mileage form can be provided at that time as well. The employee will have to complete the form and submit it to the General Counsel's Office.

**Step 4:** After seeing the Worker's Compensation Physician, immediately deliver and/or send the medical certification to the General Counsel's Office, Building I-210, 8099 College Parkway, Fort Myers, FL 33919. Any medical restrictions must be clearly communicated and approved by the General Counsel's Office and your supervisor.

**Step 5:** If a return visit is required to the Worker's Compensation Physician and/or other treatment is recommended, follow-through with those instructions and report to the General Counsel's Office and your supervisor.

## Questions and Answers about Work Related Accidents and Injuries

**Q: What is Workers' Compensation?**

**A:** Workers' Compensation provides payment of medical expenses for employees who incur a qualified injury on the job and must see an authorized physician or go to an authorized medical facility. It also pays a percentage of wages after a short waiting period, to an employee who has been placed off work by an authorized physician due to a workplace injury.

**Q: Who is covered by Workers' Compensation?**

**A:** Any full-time or part-time (Adjunct, Student Assistant, Part-time hourly) employee of Florida SouthWestern State College is eligible for Workers' Compensation if injured while performing duties within the course and scope of his/her employment.

**Q: Who is not covered by Workers' Compensation?**

**A:** Students going to class and contracted individuals working at the college.

**Q: Can I go to my own doctor and have Workers' Compensation pay?**

**A:** No. General Counsel's Office will refer you to the College's Workers' Compensation Primary Care Physicians from the list provided in this document.

**Q: Who is an authorized Workers' Compensation Primary Care Physician for FSW?**

**A:** General Counsel's Office, along with help from the Worker's Compensation carrier, will provide you with a Referral for Medical Services form and will direct you to a Worker's Compensation physician convenient to your home or work (see list below). **If you go to a physician who is not an authorized Workers' Compensation doctor**, your expenses will not be covered. Be aware, too, that group health insurance will **not** pay for expenses related to on-the-job injuries.

**Q: What do I do if my injury occurs after the General Counsel's Office is closed, and I need medical attention?**

**A:** Florida SouthWestern State College's Campus Public Safety is open 24 hours a day, 7 days a week. Once you have reported the injury to Public Safety, go to the nearest Care facility listed below, if you need to seek medical attention. If none of these clinics are open, go to the nearest Hospital emergency room. In addition, contact the General Counsel's office and advise your supervisor of the injury on the next business day or sooner if possible, and complete the necessary paperwork. If you do not need medical assistance at the time that the injury occurred, contact Public Safety immediately to take the accident/incident report, and then contact the General Counsel's Office and your supervisor on the next available business day.

**Q: What if I get a prescription from the doctor?**

**A:** This packet includes a form from First Scripts for any prescriptions you receive related to your claim. This form is accepted at CVS, Publix, Target, Wal-Mart, or Winn Dixie, etc. If you are filling your prescription outside of business hours, go ahead and fill and pay for your prescription and keep your receipts to submit for reimbursement.

**Q: What are my rights under Workers' Compensation?**

**A:** If you have any questions, please visit the **Department of Labor Workers' Compensation Web Page**. (<http://www.dol.gov/dol/topic/workcomp/index.htm>)

**Q: Does FSW provide “light or alternate” duty temporary assignments for employees that have been injured on the job?**

**A:** Yes, we will provide an accommodation to the injured employee if we are reasonably able to modify their position to meet the employee’s restrictions. **Do you provide the same option for employees that are injured off the job?** **A:** Yes, depending on their restrictions and fitness for duty.

**Q: Does FSW pay the employee for the first week of lost wages (first 40 hours following the injury)?**

**A:** No. Your workers’ compensation benefits for lost wages will start on the eighth day that you’re unable to work. You will not receive wage replacement benefits for the first 7 days of work missed, unless you are out of work for more than 21 days due to your work-related injury.

**Q: If not, do you allow employees to use sick leave for this time?**

**A:** Yes.

**Q: Does FSW pay for the lost work time for physical therapy, follow-up doctor’s appointments, testing, etc. or is the employee able to use sick time for these absences?**

**A:** Non-Exempt, hourly employees are not paid unless they use sick time.

**Q: Does FSW allow employees that have been injured on the job to use accrued leave (sick or vacation) to supplement wages paid by the Workers’ Compensation carrier (the 1/3 portion not paid by Workers’ Compensation)?**

**A:** Yes, an employee may elect to use accrued sick or other leave in amount necessary to achieve full-pay status while absent from work due to a workers’ compensation claim.

## **Contact Information for Assistance with Workers' Compensation:**

**FSW General Counsel’s Office:** (239)432-7313 or X 16613

**Workers’ Compensation Adjuster:** Candy Buchanan-(407)583-3204

**If Candy is unavailable, please call Kim Sprouse at (407)583-3211.**

Candy handles doctors’ appointments, referrals to specialists, payment of wages to injured employees who are off work and payment of medical bills. Please call her if you have any questions or concerns.

# Approved Worker's Compensation Medical Facilities

| Hospitals<br>(Emergency Care)   | Urgent Walk-in Clinics<br>(Ambulatory Care)  |
|---|--|
| <b>Charlotte</b>  |  |
| Englewood Community Hospital<br>700 Medical Blvd.<br>Englewood, Florida 34223<br><b>941-475-6571</b><br><b>Fax – 855-446-6008</b><br><b>Open 24/7</b>                           | Company Care at Fawcett Memorial<br>3280 Tamiami Trail, Suite 11<br>Port Charlotte, Florida 33952<br><b>941-625-3047</b><br><b>Fax – 941-625-3607</b><br><b>Mon – Fri 8am – 4:30pm</b>   |
| Fawcett Memorial Hospital<br>21298 Olean Blvd.<br>Port Charlotte, Florida 33952<br><b>941-629-1181</b><br><b>Fax - 941-629-0988</b><br><b>Open 24/7</b>                         |  |
| <b>Collier</b>  |  |
| Naples Community Hospital<br>350 Seventh St. North<br>Naples, Florida 34102<br><b>239-436-5000</b><br><b>ER – 239-624-2700</b><br><b>Fax – 239-624-6453</b><br><b>Open 24/7</b> | Collier Urgent Care<br>7955 Airport Pulling Road N., Suite 102<br>Naples, Florida 34109<br><b>239-593-3232</b><br><b>Fax – 239-593-3237</b><br><b>Mon – Fr 8am – 7pm</b><br><b>Sat/Sun 8am – 5pm</b>                                 |
|   | Marco Healthcare Center<br>40 S. Heathwood Dr.<br>Marco Island, Florida 34145<br><b>239-513-7144</b><br><b>Fax – 239-394-4510</b><br><b>Mon – Sun 8am – 7:30pm</b>   |
| <b>Hendry/Glades</b>  |  |
| Hendry Regional Medical Center<br>524 West Sagamore Ave.<br>Clewiston, Florida 33440<br><b>863-902-3000</b><br><b>Fax – 863-983-3426</b><br><b>Open 24/7</b>                    | Urgent & Convenient Care Center<br>700 South Main St., Suite A<br>LaBelle, Florida 33935<br><b>863-342-8260</b><br><b>Fax- 863-342-8261</b><br><b>Mon. and Wed. <u>ONLY</u> 10 - 4</b>   |
| <b>Lee</b>  |  |
| Cape Coral Hospital<br>636 Del Prado Blvd.<br>Cape Coral, Florida 33990<br><b>239-424-2000</b><br><b>Fax – 239-424-4052</b><br><b>Open 24/7</b>                                 | Lee Convenient Care – Page Field<br>4771 S. Cleveland Ave.<br>Fort Myers, Florida 33907<br><b>239-343-9806</b><br><b>Fax – 239-343-9848</b><br><b>Mon – Sun 7am – 7pm</b>  |
| Gulf Coast Hospital<br>13681 Doctor's Way<br>Fort Myers, Florida 33912<br><b>239-343-1000</b><br><b>Fax – 239-343-0279</b><br><b>Open 24/7</b>                                  | Lee Convenient Care – Summerlin<br>16230 Summerlin Rd.<br>Fort Myers, Florida 33908<br><b>239-343-7454</b><br><b>Fax – 239-343-7451</b><br><b>Mon – Sun 7am – 7pm</b>  |
| Health Park Medical Center<br>9981 Health Park Circle<br>Fort Myers, Florida 33908<br><b>239-343-5000</b><br><b>Fax – 239-343-5936</b><br><b>Open 24/7</b>                      | Urgent Care of Southwest Florida<br>10201 Arcos Ave., Suite 105<br>Estero, Florida 33928<br><b>239-333-2273</b><br><b>Fax – 239-333-2272</b><br><b>Mon – Fri 8am – 7pm</b><br><b>Sat – 9am-5pm, Sun 9am – 4pm</b>                    |
| Lee Memorial Hospital<br>2776 Cleveland Ave.<br>Fort Myers, Florida 33901<br><b>239-343-2000</b><br><b>Fax – 239-343-3170</b><br><b>Open 24/7</b>                               | Urgent Care Bonita Community Health<br>3501 Health Center Blvd.<br>Bonita Springs, Florida 34135<br><b>239-949-1050</b><br><b>239-949-6109</b><br><b>Fax – 239-949-6111</b><br><b>Mon – Fri 7am – 7pm, Sat/Sun 8am – 4pm</b>         |
|   | Lee Convenient Care – Pine Island<br>1682 NE Pine Island Rd.<br>Cape Coral, Florida 33909<br><b>239- 424-1655</b><br><b>Fax – 239-434-1651</b><br><b>Mon – Sun 7am – 7pm</b>   |
|   | Urgent Care Center of Southwest Florida<br>1708 Cape Coral Pkwy West, Suite #2<br>Cape Coral, Florida 33914<br><b>239-333-3333</b><br><b>Fax – 239-333-3332</b><br><b>Mon – Fri 8am – 7pm</b><br><b>Sat – 9am-5pm, Sun 9am – 4pm</b> |
|   | Urgent and Convenient Care Center<br>2718 Lee Blvd.<br>Lehigh Acres, Florida 33971<br><b>239-303-9298</b><br><b>Mon – Fri 9am – 6pm</b><br><b>Sat 10am – 5pm</b><br><b>Sun 11am – 3pm</b>  |