

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	(239-489-9203)
Collier	x33712	(239-732-3712)
Charlotte	x55608	(941-637-5608)
Hendry/Glades	x66017	(863-674-0408)

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 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 an approved Primary Care Physician. The General Counsel's Office can also give you a First Script form at that time, if any prescriptions are necessary after the physician's visit.

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, College Volunteer) 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. The 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 Walgreens, Publix, Target, Wal-Mart, or Winn Dixie, etc. If you are filling your prescription outside of business hours, and you don't have the First Script form, 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.
- Q: 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 an 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 Workers' Compensation Medical Facilities by Campus

Urgent Care - Walk in Clinics (Ambulatory)

Name	Address	Phone Number	Hours of Operation		Name	Address	Phone Number	Hours of Operation
Charlotte Company Care at Fawcett Memorial (Follow-up Care Only)	3280 Tamiami Trail, # 11 Port Charlotte, Florida 33952	941-625-3047	Mon - Fri 8:00 - 4:30 pm	<u>Lee - Continued</u>	MedExpress Urgent Care Center	1120 Homestead Road, N Lehigh Acres, Florida 33936	239-333-5020	Mon - Sun 8am - 8 pm
North Port Urgent Care Center	5616 Tuscola Blvd. North Port, Florida 34287	941-240-6273	Mon - Sun 8am - 8 pm		Urgent and Convenient Care Center	2718 Lee Blvd., Lehigh Acres, Florida 33936	239-303-9298	Mon - Sun 8am - 8 pm
Collier MedExpress Urgent Care (Public Shopping Center)	2200 Tamiami Trail Port Charlotte, Florida 33948	941-613-0022	Mon - Sun 8am - 8 pm		Lee Convenient Care - Page Field	4771 S. Cleveland Ave. Fort Myers, Florida 33907	239-343-9806	Mon - Sun 7am - 7pm
Collier Urgent Care	7955 Airport Pulling Rd, N. Suite # 102, Naples, Florida 34109	239-593-3232	Mon - Fri 8 - 7 Sat - Sun 8 - 5		Lee Convenient Care - Summerlin	16230 Summerlin Rd., Fort Myers, Florida 33908	239-343-7454	Mon - Sun 7am - 7pm
Marco Healthcare Center	40 S. Heathwood Dr. Marco Island, Florida 34145	239-513-7144	Mon - Sun 8am - 7:30pm		Fort Myers Urgent Care	12375 S. Cleveland Ave. Fort Myers, Florida 33907	239-936-2013	Mon - Sun 8am - 8 pm
Hendry Glades Urgent & Convenient Care Center	700 South Main St. Suite A, LaBelle, Florida 33935	863-342-9260	Mon and Wed ONLY 10am - 4pm		Urgent Care Center of Southwest Florida	1708 Cape Coral Pkwy W. Suite #2 Cape Coral, Florida 33914	239-333-3333	Mon-Fri 8am - 7pm Sat 9am -5pm Sun 9am - 4pm
Lee MedExpress Urgent Care Center	313 SW Pine Island Road, Cape Coral, Florida 33991	239-458-6755	Mon - Sun 8am - 8 pm		Urgent Care Bonita Community Health	3501 Health Center Blvd. Bonita Springs, Florida 34135	239-948-1050 OR 239-949-6109	Mon-Fri 8am - 7pm Sat 9am -5pm Sun 9am - 4pm
Lee Convenient Care - Pine Island	1682 NE Pine Island Rd Cape Coral, Florida 33909	239-424-1655	Mon - Sun 7am - 7pm		Urgent Care of Southwest Florida	10201 Arcos Ave. # 105 Estero, Florida 33928	239-333-2273	Mon-Fri 8am - 7pm Sat 9am -5pm Sun 9am - 4pm

Hospitals (Emergency Care)

Name	Address	Phone Number	Hours of Operation		Name	Address	Phone Number	Hours of Operation
Charlotte Englewood Community Hospital	700 Medical Blvd. Englewood, Florida 34223	941-475-6571	Open 24/7	<u>Lee</u>	Cape Coral Hospital	636 Del Prado Blvd Cape Coral, Florida 33990	239-424-2000	Open 24/7
Fawcett Memorial Hospital	21298 Olean Blvd. Port Charlotte, Florida 33952	941-629-1181	Open 24/7		Gulf Coast Hospital	13681 Doctor's Way Fort Myers, Florida 33912	239-343-1000	Open 24/7
Collier Naples Community Hospital	350 Seventh Street North, Naples, Florida 34102	239-436-5000 239-624-2700	Open 24/7		Health Park Medical Center	9981 Health Park Circle Fort Myers, Florida 33908	239-343-5000	Open 24/7
Hendry Glades Hendry Regional Medical Center	524 West Sagamore Ave. Clewiston, Florida 33440	863-902-3000	Open 24/7		Lee Memorial Hospital	2776 Cleveland Avenue Fort Myers, Florida 33901	239-343-2000	Open 24/7