Non-Business Hours

Workers’ Compensation Protocol

1. If Emergency call 911.

2. Complete Accident/Incident Report as usual (copy of which is in this packet). Make sure to document the incident fully in the report by getting witness statements, taking photos of scene and, where appropriate, the injury. Final report needs to be submitted to the General Counsel’s Office.

3. If non-emergency care is needed, refer the injured employee to the urgent care providers contained in this packet (two lists contained). Off hours care should go to the emergency room. Tell employee that all paperwork from services should be immediately submitted to the General Counsel’s office on the next business day.

4. Give packet to employee and instruct them to contact the General Counsel’s Office at 432-7313 (x6313) to report the incident, get paperwork completed, and get further instructions on the claim filing process.

5. This is a time sensitive process. It is important to get immediate care to the employee and to make the appropriate reports to the state in an expedient fashion.

**If the injury takes place during non-business hours, the General Counsel’s Office will need to be notified immediately. Please call, Susan Marcy 239-850-7114, Valerie Miller 239-209-0703 and Mark Lupe 239-246-8250. If you do not reach a person, then leave messages at all three numbers.**