

Workers' Compensation Reporting Procedures

Emergency Procedure

1. In the event of an Accident/Injury requiring emergency medical attention, **Immediately Dial 911.**
2. After dialing 911, the supervisor/Workers' Compensation (WC) contact should contact the Broward Schools Comp Unit at **1-800-374-4810** to inform them of the injury. **(24 hours 7 days/week)**
Please provide employee name, body part injured and name of hospital they were taken to.

Non-Emergency Procedure

1. Employee reports the injury/illness to a supervisor immediately.
 - The employee should report EVERY injury, despite how minor it may be.
2. The supervisor shall contact the Broward School Schools Workers' Compensation Unit at **1-800-374-4810. (24 hours 7 days/week)**
 - If a supervisor is not available, a designee, WC contact, or even the employee themselves may call.
 - Information will be given telephonically to a Triage Nurse to complete the First Report of Injury or Illness Form. No onsite paperwork is required.
3. The Triage Nurse will provide further instruction, including directing the employee to an appropriate physician, if medical treatment is necessary.

After each WC physician appointment:

1. The medical office will fax the work status (DWC-25) report to the Medical Case Manager (MCM) and the employee is given a copy of the DWC-25 form.
2. Nurse Case Manager will review and immediately email the Office Manager/WC Contact the DWC-25 form.
3. The MCM will call Office Manager/WC Contact to confirm receipt of DWC-25 and discuss accommodations, if necessary.
4. If the employee returns from the visit prior to being contacted by the MCM, the supervisor should have the employee remain at the work location and immediately contact the MCM for assistance.
5. This process will remain consistent for any future medical visits.

Accommodating employees with physical restrictions.

1. All employees who are released to work by their authorized treating physician will be accommodated, if possible.
2. If an employee is currently out of work under workers' compensation and it is determined that an employee can now be accommodated, it is the location's responsibility to call the employee to inform them to return to work. (Employee returns same day or next day).

NOTE: **If the employee does not return to work, please notify the Office Manager/WC Contact and Adjuster immediately.

3. If the Supervisor and MCM require additional assistance or support to make the necessary accommodations, the MCM will make a referral to James Camden at 754-321-2672.

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Workers' Compensation Contacts:

Name	Position	Telephone
Joe Zeppetella	Director	754-321-1906
Chris Franzino	Manager, Claims	754-321-2682
Jane Allen	Manager, Medical Consumerism	754-321-2671
Chena Perkins	Manager, Information & Analytics	754-321-1913
Donette Powers	Supervisor, Claims	754-321-2670
Renee McDonald	Supervisor, Medical Case Management	754-321-2669
James Camden	Stay-at-Work/Return-to-Work Specialist	754-321-2672
Lissette Vidal	Compliance Information Specialist (payroll)	754-321-2656
Sabrina Gray	Medical Records Researcher (Teams 1 & 2)	754-321-2662
Regina Boze	Medical Records Researcher (Teams 5 & 8)	754-321-2661
Silvia Johns	Medical Records Researcher (Teams 3 & 7)	754-321-2660
Lakitra Wilks	Medical Records Researcher (Teams 4 & 6)	754-321-2663
Christine Browning-Warywoda	Department Secretary / Main Line	754-321-1911

24/7 WC TRIAGE LINE: 800-374-4810

Incoming Medical Fax Line: 754-321-1929

Adjuster & Nurse Teams

Team #	Area Assignments	Position	Name	Telephone
1	Transportation Centers (B) Location #s 3222 - 6501	Adjuster	Crystal Conner	754-321-2677
		Medical Case Manager	Diane Scrivens	754-321-2676
2	Administration; PPO/Maintenance, Vehicle Maintenance. Facilities, Logistics Elem. Schools (C) Location #s 3461- 3962	Adjuster	Ivette Milici	754-321-2674
		Medical Case Manager	Maxine Higgs	754-321-2675
3	Middle Schools	Adjuster	Shermal Fernando	754-321-2684
		Medical Case Manager	Candace Glaser	754-321-2686
4	Elementary Schools (A) Location #s 0011-1321	Adjuster	Tammy Hill-Alvis	754-321-2668
		Medical Case Manager	Bonnie Zebrick	754-321-2683
5	Elementary Schools (B) Location #s 1381-3441	Adjuster	Temp. Coverage	754-321-2666
		Medical Case Manager	Karen Adler	754-321-2667
6	Food & Nutrition Services Centers (A) Location #s 0301 - 2123	Adjuster	Michelle Hyatt	754-321-2680
		Medical Case Manager	Verona James	754-321-2679
7	High Schools	Adjuster	Ashley Riley	754-321-2664
		Medical Case Manager	Stafano Duncan	754-321-2681
8	Legacy Claims Team Date of Accidents Prior to 7/1/16	Adjuster	John Ballinger	754-321-2673
		Medical Case Manager	Teresa Shepherd	754-321-2665