



# BROWARD COUNTY PUBLIC SCHOOLS

## Workers' Compensation Program



### Reporting & Time Entry Procedures

#### Emergency Reporting Procedure

1. In the event of an Accident or Injury requiring emergency medical attention, **IMMEDIATELY DIAL 911**.
2. After dialing 911, the school/department should contact the Broward Schools Comp Unit at **1-800-374-4810** to inform them of the injury.

#### Non-Emergency Reporting Procedure

1. Employee immediately reports the injury/illness to the school's workers' compensation (WC) designated contact, administrator, or office manager.
2. The WC contact should call the Broward School Schools Comp Unit at

**1-800-374-4810**

3. If the WC contact is not available, a designee, or the employee themselves may call.
4. Information will be given telephonically to complete the First Report of Injury or Illness Form. No onsite paperwork is required.
5. The Triage Nurse will provide further instruction, including directing the employee to an appropriate physician, if medical treatment is necessary.
6. The employee will be instructed to immediately report to their work location following every medical appointment and provide a copy of the work status (DWC-25) form to the WC contact. Additionally, the medical office will fax the work status (DWC-25) report to the nurse case manager, who will immediately call the location to discuss the status and accommodations, if necessary, with a school administrator. When providing a response on whether an employee will be accommodated or not, a WC contact must provide the name and title of a school administrator who authorized the decision.
7. Every effort will be made to accommodate an employee who is released to work with restrictions by their authorized treating physician.
8. If the employee returns from the medical visit prior to being contacted by the nurse, the WC contact should keep the employee at the location and immediately contact the nurse to obtain the work status and discuss restrictions/accommodations, if necessary.

This process will remain consistent for any future medical visits.