WORKER’S COMPENSATION GUIDELINES
FSU EMPLOYEES

PROCEDURE FOR OBTAINING MEDICAL CARE FOLLOWING A WORK-RELATED ACCIDENT

4 Injured employees must report the injury/accident to their supervisor immediately following the incident and before seeking medical treatment. Employees who are injured while traveling (performing their job duties at an out-of-town location) and medical treatment is immediately required should seek medical treatment from a local hospital or emergency treatment facility; otherwise, treatment may be provided by the managed care network upon the employee’s return to the workplace. Employees who receive medical treatment for a work-related injury while traveling must immediately report the incident to their supervisor.

4 The supervisor must complete a “First Report of Injury or Illness” form DWC-1 (Rev. 11/94) and forward to the Department of Environmental Health and Safety within three (3) work days of being notified by the injured employee.

4 If medical treatment is required, it will be necessary to obtain medical authorization prior to treatment, except in the event of a life-threatening emergency. To obtain this authorization, the supervisor, prepared to give information from the “First Report of Injury”, should call the Worker's Compensation (W/C) Coordinator within the Department of Environmental Health and Safety, (850) 644-7684. For this reason, it would be helpful to have the “First Report of Injury” completed before calling. The FSU Worker’s Compensation Coordinator will then call Humana's case manager who will authorize the medical provider to be used.

4 The supervisor may call Humana directly if the W/C Coordinator is unable to assist in a timely manner. Humana may be reached by phone at (800) 424-6689, 24 hours a day. A case manager will assist in obtaining medical treatment. If calling directly, you must report the call to the FSU W/C Coordinator within 24 hours following the call to Humana.

4 If emergency medical treatment is required or if the injury is life-threatening, treatment may be immediately obtained at a hospital emergency room without prior authorization from Humana. The supervisor or employee must report accident information to the W/C Coordinator within the following 24 hour period. Emergency medical treatment is suitable in the following situations: 1) a life or death situation, 2) a vital body function is seriously impaired, 3) there is a permanent dysfunction of a body part or organ.

The following phone numbers are for quick reference and will be needed to obtain medical authorization:

FSU W/C Coordinator, Environmental Health and Safety (850) 644-7684
Humana, Inc., Case Manager (800) 424-6689

Click here to visit the Environmental Health & Safety Workers’ Compensation Website