

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
*Risk Management Office*

1960 Landings Blvd.  
Telephone 941-927-9000

Sarasota, Florida 34231-3331  
Fax 941-927-RISK (7475)

Reporting Work Related Injuries  
Florida Workers' Compensation Law

If you suffer a work related injury/illness, The School Board of Sarasota County, Florida is committed to returning you to the same state of function you enjoyed previous to the injury/illness and to bringing you back to work as quickly as possible. Listed below are your rights and responsibilities under the Florida Workers' Compensation Law.

As an employee, you have a right to:

- Receive timely and appropriate medical care for injuries sustained during the course of, or arising out of, your employment.
- Receive timely and understandable information concerning your treatment including available alternatives and their potential effectiveness.
- Receive your treatment with dignity, courtesy, respect, privacy, and with all of the confidentiality specified within the workers' compensation laws.
- Change the Primary Care Physician (PCP) or Specialist Physician utilizing established procedures.
- Request a one time independent medical examination.

As an employee, you are responsible to:

- Immediately report any injury received on the job to your supervisor or manager.
- Contact, or have your supervisor contact, the case manager prior to seeking medical care for an occupational injury that does not require emergency treatment.
- Obtain all medical care from providers authorized by the claims administrator.
- Follow your provider's instructions regarding your treatment.
- Keep all scheduled appointments.
- Return to active employment when released by your physician.

**CLAIM REPORTING SYSTEM**

**In the case of injury or illness requiring services that are *not* an emergency (back pain, sprained ankle, etc.), the employee must notify his/her Supervisor and the Workers' Compensation Cost Center Contact Person. The Contact Person will report the claim by calling CareWorks/Commercial Risk Management, Inc. at 1-888-763-1450. They will direct the employee to an authorized clinic for treatment. ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.**

All medical care, with the exception of emergencies, must be routed through the case manager.

Emergency Care:

- If it is a true emergency, have someone call 911 or take you to the nearest emergency room
- A supervisor will call CareWorks/Commercial Risk Management, Inc. at 1-888-763-1450
- Any additional medical care that is needed will be coordinated through them.

**AFTER CARE HOURS**

Medical care is available 24 hours a day, seven (7) days a week (including holidays). If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employer and/or the employee must report the claim immediately to CareWorks/Commercial Risk Management, Inc. no later than, the next business day to report such visits.

**TRAVELING EMPLOYEE**

Except in emergency situations, employees who are injured outside of the service area must call CareWorks/Commercial Risk Management, Inc. at 1-888-763-1450 prior to treatment. Unless prior authorization is received for non-emergency care outside of the service area, the employee could be held responsible for payment.