

**1. What are the immediate steps to follow when someone is injured at USF?**

- Determine if it's an emergency. If it's an emergency, call 911 **immediately**.
- Call **AmeriSys immediately at 1-800-455-2079** to report the injury.
- Complete the **Supervisor's Incident/Injury Report** (on the Workers' Compensation webpage) and submit report to the Workers' Compensation Administrator within 24 hours.

See "**How to Report a Work-Related Injury or Illness**" on the webpage for more information.

**2. What is Workers' Compensation?**

Workers' Compensation is a type of insurance provided for you by your employer to cover medical costs and lost time due to a work-related injury or illness. At USF, covered employees include Faculty, Administration, Staff, FWSP and Temporary employees, as well as Volunteers, who experience a work related injury or illness.

**3. What is a work-related injury?**

It's an injury to an employee who is involved in a work-related task, at his or her place of employment, during working hours.

**4. How soon will I be covered once I enroll in Workers' Compensation insurance?**

You do not need to "enroll" in Workers' Compensation. Employees are automatically covered under Workers' Compensation insurance. Your coverage begins immediately with the first day of employment.

**5. I was injured while at work. To whom do I report the injury?**

All injuries should be reported to your supervisor or department designee **immediately**.

**6. What are the hours of operation for AmeriSys?**

AmeriSys is open 7 days a week, 24 hours a day and 365 days a year.

**7. Are there forms that need to be filled out for Workers' Compensation?**

Yes. Supervisors/department designees must complete a Supervisor's Incident/Injury Report form within 24 hours of the accident and forward it to Environmental Health & Safety, OPM 100, Attn: Work Comp.

**8. Is there an Emergency Room on campus?**

No. The nearest Emergency Room for each campus is:

USF Tampa, Florida Hospital, 3100 E. Fletcher Avenue, 813-971-6000  
USF Sarasota-Manatee, Sarasota Memorial Hospital, 1700 S. Tamiami Trail, 941-917-9000  
USF St. Petersburg, Bayfront Medical Center, 701 66 Street South, 727-823-1234

Or if you are unsure if it's an emergency or what you should do, call 911.

- 9. Can student employees injured on the job seek medical treatment at the Student Health Center?** No, Student Health Services does not provide medical treatment for work related injuries. Medical treatment for work-related injuries is covered by using medical providers through referral from AmeriSys, our medical case management service. It is highly recommended you use these approved physicians and providers from the time of the injury. Otherwise, you may be responsible for payment of unauthorized medical services.
- 10. Can I just go to my personal primary care physician?** No. Personal health insurance will not pay for a work-related injury. Medical treatment for work-related injuries is covered by using medical providers through referral from AmeriSys, our medical case management service. It is highly recommended you use these approved physicians and providers from the time of the injury. Otherwise, you may be responsible for payment of unauthorized medical services.
- 11. Do I have to pay for the doctor's visit when I'm seen by a Workers' Compensation doctor?** No, Workers' Compensation pays for everything related to the work-related condition. Employees are entitled to receive medicine and medical supplies prescribed by an authorized physician at no cost to the employee.
- 12. Do I have to pay for prescriptions for treatment of a work-related condition?**  
No, prescriptions are paid for by Workers' Compensation.
- 13. At what pharmacy should I have my prescription filled?**  
Prescriptions can be filled free of charge at most pharmacies.
- 14. Do I have to seek medical care immediately?** No, but you must report the incident to your supervisor/department designee *immediately* and the supervisor must report to AmeriSys *immediately*, so there will be a record of the injury if treatment is required at a later date.
- 15. What happens if I'm not able to return to work following an injury?** The University of South Florida provides employees with forty (40) hours of Worker's Compensation disability leave. This leave can be used to go to authorized medical appointments or for time off from work if the doctor has required you to be out due to your work-related injury or illness. Such disability leave must be compensated as time worked for overtime purposes.
- 16. Do I have to use sick or annual leave during my time away from work?** After your forty (40) hours of disability leave is exhausted, to stay in a full pay status you will have to use sick or annual leave.
- 17. What do I do if I receive a bill for a work-related injury?**  
Forward the bill to the Workers' Compensation Administrator, Environmental Health & Safety, OPM 100.
- 18. Is it important to report an injury?** Absolutely! All injuries should be reported *immediately*. Supervisors or department designees must promptly report the accident to AmeriSys at 1-877-518-2583. Also, complete the Supervisor's Incident/Injury form and forward to the Workers' Compensation Administrator in OPM 100.
- 19. Who can I contact if I have more Workers' Compensation questions?** Meica Elridge Workers' Compensation Administrator, Environmental Health & Safety, 813-974-5775 Office 813-974-7535 Fax [melridge@usf.edu](mailto:melridge@usf.edu)