

When an employee experiences a work related injury. Supervisors are responsible for reporting all work related injuries to AmeriSys. AmeriSys will ask for a 4 digit location code. Location codes were established by the University and are associated with budget entities.

Each claim reported generates a premium, which is charged to the location code that has been assigned to the claim. The University must cover the premium with its operational budget. Therefore, it is **very important** to assign the proper location code to each claim.

To determine the proper location code for a claim, the Supervisor **must** know the salary account name the injured worker is being paid salary dollars from. For example, if an employee is being paid from the Educational and General Activities (E&G) account, the 4 digit location code assigned to that account is 0283. The number to provide to AmeriSys is 0283. If a location code cannot be provided or is unknown, please contact the Fiscal Assistant, Leave Coordinator or departmental Budget person within your department for help. Otherwise, AmeriSys will not accept the report of an injury, which will delay medical treatment for the employee.

Below is the table of the 4 digit location codes to use when reporting an injury.

(0281 is the Agency Identifier for USF) UNIVERSITY OF SOUTH FLORIDA	
0282	EDUCATION AND GENERAL SUMMARY
0283	EDUCATIONAL AND GENERAL ACTIVITIES
0285	MEDICAL CENTER
0297	AUXILIARY ENTERPRISES
0298	CONTRACTS & GRANTS
0299	LOCAL FUNDS

Should anyone have any questions, please contact the Workers' Compensation Administrator, Meica Elridge in Environmental Health & Safety at 4-5775.