

PROCEDURES FOR REPORTING WORK-RELATED INJURY/ILLNESS

NON-EMERGENCY PROCEDURES TO FOLLOW FOR MEDICAL TREATMENT:

1. **Notify your manager/supervisor immediately of any work-related injury or illness.**
2. You do not have to seek medical care immediately but **you must report the incident to your supervisor and to AmeriSys** so there will be a record of the injury if treatment is required at a later date.
3. Complete the [Supervisor's Incident/Injury Report](#) (Workers' Compensation webpage or the HR forms list).
4. **Except in cases of emergency**, the injured or ill **employee must be present** with the manager/supervisor when the injury or illness is reported.
5. Have the completed [Supervisor's Incident/Injury Report](#) and the following information ready when you call **AmeriSys (1-800-455-2079)** to report an injury/illness:
 - Injured/ill employee's home address and home telephone number.
 - Injured/ill employee's date of birth and social security number.
 - Injured/ill employee's date of employment and salary.
 - USF four digit salary Code: **0297** if employee is paid from the auxiliary account or **0298** if paid from the VA or Research Initiative account
6. Once **AmeriSys** has taken the required information from you over the telephone, the intake specialist will assess the employee's medical needs and refer the injured/ill employee to a medical facility as appropriate.
7. **Within 24 hours** of the injury/illness occurring the manager/supervisor must follow-up by completing the [Supervisor's Incident/Injury Report](#) electronically, print, sign, scan, and submit via email to Environmental Health and Safety at ehs@usf.edu and to the Assistant Director. For questions on how to report a work related injury or other workers' compensation issues contact the Workers Compensation Administrator, Meica Eldridge, at melridge@usf.edu or 974-5775.
8. An **AmeriSys** case manager will obtain the results of the initial medical visit including diagnosis, treatment plan and any injury or illness related restrictions. This information will be provided to the supervisor immediately after the initial medical visit. **Be prepared to speak with the case manager regarding return to work restrictions.**

EMERGENCY PROCEDURES TO FOLLOW FOR MEDICAL TREATMENT:

1. **Call 911 or go directly to an emergency room.** A 911 call placed from a university telephone line will generate an automatic response from the university police.
2. Depending upon the nature of the emergency, either request an ambulance when calling 911, or ask for help from a supervisor/co-worker for transport to an emergency room.
3. Ensure that the emergency room is aware that the injury is due to a work-related incident. Worker's Compensation coverage is provided by **AmeriSys** and they **can be contacted 24/7 at 1-800-455-2079**.
4. Manager/supervisor reports the incident to **AmeriSys (1-800-455-2079)** as soon as practical.
5. Have the completed [Supervisor's Incident/Injury Report](#) and all the information described in item #5 above ready when you call **AmeriSys (1-800-455-2079)** to report the injury/illness.
6. **Within 24 hours** of the injury/illness occurring the manager/supervisor must follow-up by the completing the [Supervisor's Incident/Injury Report](#) electronically, print, sign, scan, and submit via email to Environmental Health and Safety at ehs@usf.edu and to the Assistant Director. For questions on how to report a work related injury or other workers' compensation issues contact the Worker's Compensation Administrator, Meica Eldridge, at melridge@usf.edu or 974-5755,

EMERGENCY MEDICAL CARE PROVIDERS

Hillsborough County

Emergency: Florida Hospital Tampa @ 813-971-6000
3100 E. Fletcher Avenue
Tampa, FL 33613

Tampa General Hospital @ 813-844-7000
1 Tampa General Circle
Tampa, FL 33606

Pinellas County

Emergency: Bayfront Medical Center @ 727-823-1234
701 66th Street South
St. Petersburg, FL 33701