
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: WORKERS' COMPENSATION

NUMBER: PRO 5-09

REFERENCE:

PAGE 1 OF 2

I. PURPOSE

The goal of worker's compensation is to provide all reasonably necessary treatment for occupational injuries/illnesses, including rehabilitation.

for any person who is paid a salary or wage by the College.

Report - RM-006

Department of Labor & Employment Security DWC-1 (1st Report of Injury) *

*Only for injuries/illnesses requiring medical attention and the form Workers' Compensation Referral for Medical Services is required to be completed by Benefits Coordinator.

III. GUIDELINES

a. Employee's Responsibility

1. Reporting an Injury

- i. All injuries must be reported to the supervisor immediately. Failure to do so may result in loss of worker's compensation coverage;
- ii. The accident-incident report must be completed and given to the Benefits Coordinator as soon as possible after the accident occurs;
- iii. The DWC-1 form (1st Report of Injury) must be completed if an injury requires medical attention.

2. Medical Attention

- i. The Benefits Coordinator will authorize the employee to visit a College recommended physician. If the physician refers the employee to a specialist, the employee must ensure the referring physician has obtained prior authorization from the managed care organization. If the physician has not received authorization from the managed care organization prior to a specialist referral, the employee may be charged for any services provided by the specialist;

- ii. The employee