

**TRI-PAR ESTATES PARK AND RECREATION DISTRICT
POLICY AND PROCEDURE MANUAL**

ITEM 4.1 WORK-RELATED INJURY – WORKERS COMPENSATION INSURANCE

4.1.1 An employee or a volunteer injured at work shall be sent for medical care promptly:

- a. For serious injury phone 911, and have EMS transport to Emergency Room at Sarasota Memorial Hospital.
- b. For an injury than can be treated as a walk-in patient, the injured person shall be taken or directed to the Sarasota Memorial Urgent Care Center at University Parkway and Honore Avenue, or any other Sarasota Memorial Urgent Care location. The insurance company has established an account at these centers.

4.1.2 Copies of this procedure and Forms shall be kept in the Office and the Maintenance Area to be readily available. The Information sheet, Form 4.1, shall be sent with the patient to the treatment location.

4.1.3 To enable the office to complete necessary reports, the injured employee, if able, shall provide a written explanation of the accident. If unable, the employee's supervisor shall provide the explanation

4.1.4 As soon as possible the "First Report of Injury or Illness" form DWC-1 shall be provided to the Insurance carrier in one of the following ways:

- a. The form can be completed on the FMIT website.
Website: <http://insurance.flcities.com/login/fmit-dashboard>
Login name: tripar Password: 1616
- b. By telephone to 800-756-3042 (have information available when calling).
- c. The form may be completed and faxed to 800-707-7656.

4.1.5 Following the initial treatment, medical personnel and/or the Workers Compensation medical claims adjuster may request additional information and give direction as appropriate.

Approved 1/3/2017

SECTION 4: PERSONNEL & INSURANCE