

# SF SANTA FE COLLEGE

## EMPLOYEE ACCIDENT/INCIDENT REPORTING PROCEDURES: SATELLITE CAMPUSES

*All accidents and incidents, regardless of severity, must be reported as follows.*

### **MEDICAL EMERGENCY**

1. Dial 911 **and** the Santa Fe Police Department (SFPD) at 352-395-5555. Notify your supervisor.
  - Submit a completed Accident/Incident Report to the Safety Coordinator as soon as possible.
  - The Safety Coordinator will file a Workers' Compensation claim.
2. Go to the nearest emergency medical facility.
  - Be sure to inform the emergency medical facility that the injury is work-related.
3. Contact Safety Coordinator at 352-395-5526 or marian.nesbitt@sfcollge.edu as soon as possible.

### **NON-EMERGENCY**

1. Notify your supervisor.
2. Submit a completed Accident/Incident Report to the Safety Coordinator within 24 hours of the accident/incident.
3. The Safety Coordinator will provide you with a Workers' Compensation Medical Report authorizing treatment if needed. You must use the following Authorized Medical Provider:

#### **Emergency Physicians Medical Center**

9181 NW 39 Ave Gainesville FL 32606 (phone 352-727-7755) or  
2445 SW 76 St Suite 110 Gainesville FL 32608 (phone 352-872-5111)  
Hours for both locations: weekdays 8am-8pm, weekends 12pm-4pm

4. Safety Coordinator will file a Workers' Compensation claim.
5. The Authorized Medical Provider will provide treatment and determine any future medical needs or restrictions. A copy of the medical treatment form (DWC-25) must be provided to the Safety Coordinator within 24 hours of the initial appointment.
6. A Workers' Compensation Notification Letter will be sent to the supervisor and injured worker after each medical appointment, providing updated information on work status and/or any follow-up medical appointments.
7. All follow-up appointments must be kept to avoid jeopardizing Workers' Compensation benefits.

*If you have any questions about Workers' Compensation, contact the Safety Coordinator.*

---

#### **Office of Safety & Risk Management**

Marian Nesbitt, Safety Coordinator  
Phone: 352-395-5526 | fax: 352-381-7020  
marian.nesbitt@sfcollge.edu