

SF SANTA FE COLLEGE

EMPLOYEE ACCIDENT/INCIDENT REPORTING PROCEDURES: NORTHWEST CAMPUS

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.
 - SFPD will respond, complete an Accident-Incident Report, and provide you with a Workers' Compensation Medical Report (WCMR) authorizing treatment.
 - The Safety Coordinator will file a Workers' Compensation claim.
2. Go to the nearest emergency medical facility.
 - Inform the facility that the injury is work-related and provide them with the WCMR.
3. Contact Safety Coordinator at 352-395-5526 or marian.nesbitt@sfcollge.edu as soon as possible.

NON-EMERGENCY

1. Report the injury to the SFPD non-emergency line at 352-395-5519. Notify your supervisor.
2. SFPD will respond, complete an Accident/Incident Report, and 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

3. The Safety Coordinator will file a Workers' Compensation claim.
4. 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.
5. 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 necessary follow-up medical appointments.
6. 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
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