

SF | SANTA FE COLLEGE

EMPLOYEE ACCIDENT/INCIDENT REPORTING: SF CENTERS

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 an 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 the Safety Coordinator 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.
4. 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

5. Safety Coordinator will file a Workers' Compensation claim.
6. 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.
7. 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.
8. 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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