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2, 4, 5, TS 2.01  
CFOP: NA

Procedure Name: Workers' Compensation Insurance  
Procedure Number: HR-2612  
Revision #/Date: 2/09  
Effective Date: 9/04

Applicable to: All CBCB Staff

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**SUBJECT:** Workers Compensation Insurance

**PURPOSE:** CBC of Brevard provides Workers' Compensation Insurance to its employees through its client services agreement with the PEO and is based on state regulations. This insurance is to provide for payment of employee medical expenses and for partial salary continuation in the event of work-related accident or illness. The amount of benefits payable and the duration of payment depend upon the nature of the employee's injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law.

**PROCEDURE:**

**References**

(to be added as applicable)

**Work Related Accident or Injury**

1. If an employee is injured or becomes ill on the job, the employee **must immediately** report such injury or illness to the employee's supervisor and the Chief Personnel & Administrative Officer. This ensures that the Agency can help obtain appropriate medical treatment. An employee's failure to follow this procedure may result in the appropriate Workers' Compensation report not being filed timely in accordance with the law, which may delay benefits in connection with the injury or illness.
2. Once notified the Chief Personnel & Administrative Officer will interview the employee, (if possible) and any witnesses to the work related injury or illness in order to obtain the details of the incident. This information is required in order to file a First Report of Injury and to enter the incident in the event that a claim is filed. This needs to be done within 24 hours of the accident or injury or by the first business day following a weekend of holiday. The following information about the employee and incident will be required in order to file a First Report of Injury:
  - a. Full name
  - b. Home Address
  - c. Home Telephone Number
  - d. Date of Birth
  - e. Date of Hire
  - f. Place of Accident

- g. Brief description of the accident and corroboration if observed by witnesses or the Chief Personnel & Administrative Officer
  - h. Social Security Number
  - i. Hourly rate of pay
3. A telephone claim can be made through **Specialty Risk Services (SRS) Injury Hotline at 866-863-5622** to report a job related injury. This one call will notify a claim professional for proper claim handling and also send the First Report of Injury notification to the state as required.
  4. Alternatively the claim may be filed by completing the First Report of Injury form and sending an e-mail to [reportclaim@srsconnect.com](mailto:reportclaim@srsconnect.com) or by faxing it directly to SRS Teleclaim at 866-879-4777.
  5. A Case number will be provided to the Chief Personnel & Administrative Officer in addition to the name of a case worker that will be assigned to the report. This information will be provided to the employee upon receipt.
  6. It is essential that any work-related accident is reported even if the employee does not appear to have suffered an injury or does not wish to seek medical treatment.
  7. In the event of an emergency the employee or any co-worker can call 911 immediately and then make contact with the supervisor of the employee and the Chief Personnel & Administrative Officer.

### Referral Process

1. CBC of Brevard, through the PEO, has a network of medical providers and facilities which must be utilized for work-related injuries or illnesses. For injuries that occur Monday through Friday, the Chief Personnel & Administrative Officer will locate a clinic/physician in close proximity to the work location from the network of the Workers' Compensation Physician Panel and provide the information to the employee.
2. The Chief Personnel & administrative Officer will complete a Treatment Authorization Form to send along with the injured worker as proof of insurance coverage.
3. If needed, the employee will be provided transportation to receive medical treatment and taken home if that is what is recommended by the health care provider.
4. If the employee is not able to return to work after seeing the health care provider and is required to miss work due to the work-related accident, illness or injury, the employee will be required to provide a note from the health care provider indicating the anticipated length of time the employee will be unable to work.
5. When an employee uses a network provider and receives a provider bill, the employee should immediately forward it to the Chief Personnel & Administrative Officer. The employee should NOT pay the bill.
6. **In case of a SEVERE INJURY**, one that requires immediate medical attention or causes death, the Chief Personnel & Administrative Officer will notify the PEO immediately after emergency services are contacted.
7. For work-related injuries that occur after hours or on weekends, the employee should obtain treatment at the nearest clinic, hospital or emergency care center. SRS also offers Administaff and

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its clients online access via [www.talispoint.com/srs](http://www.talispoint.com/srs) to the Workers' Compensation Preferred Medical Provider Network

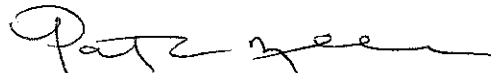
8. If an employee is sent to a provider due to a work-related injury, the employee will be required to bring a Return to Work Notice signed by the physician upon returning to work- either on a full time status or reduced or light duty work. This will be provided to the supervisor and a copy will also be required to be provided to the Chief Personnel & Administrative Officer. An employee will not be permitted to return to work without this Notice. This will be faxed to the PEO's Workers' Compensation Department at 800-430-4738, giving the date the employee returned. An employee who is released to light duty, or work with restrictions is responsible for complying with the restrictions outlined in the release.

9. If an employee fails to make the required notification and seeks medical care on his or her own (except in the case of an emergency: defined as a situation where the employee's life or limb is in jeopardy) the costs incurred may not be covered. If an unauthorized medical provider is utilized, the care will not be covered by Worker's Compensation or the Agency.

### General Responsibilities

1. CBC of Brevard posts the Notice of Worker's Compensation in office locations. Employees are requested to observe and bring to the attention of their supervisor any office hazards they see.
2. The Chief Personnel & Administrative Officer or designee will maintain the records of the injury or illness and related documents in a protected employee file as required under HIPAA. These records will be maintained in accordance with the Records Retention and Destruction Procedures.
3. The Chief Personnel & Administrative Officer will serve as the liaison for the employee with the Worker's Compensation carrier and the PEO payroll services to coordinate benefit and/or wage payments for the employee during an absence due to a Workers Compensation related injury or illness.
4. The Chief Personnel & Administrative Officer will also work directly with the employee in the event there are billing or provider issues.
5. Questions regarding Workers' Compensation insurance should be directed to the Chief Personnel and Administrative Officer or the PEO Workers' Compensation Department at 800-242-8893, ext. 3244.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 3/9/09