

Workers' Compensation Medical Care

Attachment to a [DDD Memorandum](#) from:

University Personnel Services, Administrative Affairs; 12/13/1996

Jack Heidler, Director

Workers' Compensation Reporting a Workplace Injury

1. Notify your supervisor immediately. You and your supervisor will need to complete a First Report of Injury or Illness (FRII) form. Even if you do not think you need medical attention, you should complete this form.
2. If you require medical attention, contact the UF Workers' Compensation Office and advise staff there as to which authorized medical provider you will go to for treatment of your injury. Please do this prior to actually going to the authorized medical provider.
3. Remember to seek treatment only from an authorized provider as set forth in your Workers' Compensation Employee Handbook. If you are uncertain as to what procedures to follow, please contact the UF Workers' Compensation Office for assistance.
4. When you arrive at the authorized medical provider's facility, present the provider with your workers' compensation managed care identification card and a copy of your FRII form.
5. Provide your supervisor and the UF Workers' Compensation Office with medical documentation of your work status, and inform your supervisor and our office of any subsequent changes. All requests for time off due to an injury must be supported in writing by the authorized medical provider.
6. Contact your supervisor daily or according to a schedule established by your supervisor in order to keep him or her apprised of your treatment and recovery.
7. Read the modified duty program statement. Once the university has released you to return to work (regardless of the limitations or restrictions the medical provider assigns), you must be willing and available to return to the workplace.

Contact the Workers' Compensation Office:

1. If you are uncertain as to which medical providers are authorized providers for your work unit.
2. Concerning the recording of time while you are receiving workers' compensation benefits.
3. For instructions if you are continuing to have medical problems related to your injury and need additional medical care.
4. If your office/department has difficulty accommodating your authorized medical provider's release to perform modified duty work.

REMEMBER:

If your work-related injury or illness is "serious" as defined by the Family and Medical Leave Act of 1993 (FMLA), any absence from work due to injury or illness will count toward your FMLA entitlement as described in the A&P and USPS Employee Handbook.

QUESTIONS?

Please call the UF Workers' Compensation Office
at (352) 392-4940, SC 622-4940, or TDD 392-7734

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