



TOWN OF DAVIE
RISK MANAGEMENT PROCEDURES
WORKERS COMPENSATION- ON-THE-JOB INJURIES
MEDICAL SERVICES PROVIDER LIST

PRIMARY CARE CLINICS

NON-EMERGENCY/PRIMARY CARE CENTER- For all Walk-in Treatment of On-The-Job-Injuries. Only after Treatment/Exam at this clinic that an employee may be referred to Specialist.

Concentra- Plantation

12170 W Sunrise Blvd Suite C
 Plantation, FL 33323
 Tel: 954-474-4403

Hours of Operations:

Monday-Friday: 8am-6pm
Saturday: 10am-2pm
Sunday: Closed

PHYSICAL THERAPY AND CHIROPRACTIC TREATMENT

CORA Rehabilitation Clinic

8612 Griffin Rd
 Cooper City, FL 33328
 Tel: 954-252-8900 FAX: 954-252-8980

Bolanos Associates

4801 S. University Drive Suite 101
 Davie, FL 33328
 Tel: 786-259-0300 FAX: 866-665-8671

FOR PHYSICAL THERAPY & Chiropractic type treatment ONLY!!! By Appointment and when PT is already prescribed by Primary Care Physician

EMERGENCY/AFTER HOURS TREATMENT FOR NEW/JUST HAPPENED INJURIES

Memorial Hospital Pembroke

2301 North University Drive
 Pembroke Pines, Florida 33024
 Tel: 954-962-9650

Westside Regional Medical Center Emergency Room

3476 S. University Drive
 Davie, FL 33328
 Tel: 954-723-1400

Unauthorized Facility: Cleveland Clinic & Hospital

Cleveland Clinic does not accept the Florida Workers Compensation Fee Schedule

Or WHEN INDICATED, to the nearest Emergency Room

Send Medical and Pharmaceutical Bills to:

Preferred Governmental Claims Solutions (PGCS)

P.O Box 958456
 Lake Mary, FL 32795-8456
 Tel: 1-800-237-6617 FAX: 321-832-1448

Adjuster

Angela Wynn (Lost Time)
 Maria Beahm (Medical Only)



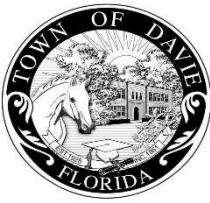
TOWN OF DAVIE
RISK MANAGEMENT PROCEDURES
WORKERS COMPENSATION- ON-THE-JOB INJURIES
REPORTING ON-THE-JOB INJURIES, MEDICAL TREATMENT

Employees are not authorized to seek initial walk-in medical treatment or ANY FOLLOW-UP treatment at Hospital Emergency Rooms when services are available from the above NON-EMERGENCY facility. Follow-up treatment will be performed by Concentra or by a Specialist determined by the Workers' Compensation Adjuster/Nurse Case Manager assigned to the employee's case and then only after Employee has first been seen by the walk-in clinic. Specialist referrals are obtained through the Primary Care Center in conjunction with the assigned Adjuster. The Town's Workers Comp Third Party Administrator (PGCS) has a Managed Care network and employees do not have the ability to seek treatment from Out-Of-Network Medical Services Providers. Failure to obtain medical treatment from approved medical providers may result in the employee being responsible for the costs of those services

Employees who are injured or become ill while at work or suspect that the injury or illness is work related must verbally notify their supervisor IMMEDIATELY of the occurrence. The employee must then complete and sign a written; "FLORIDA FIRST REPORT OF INJURY" (DWC-1) form. This written report must be completed before the employee leaves work on the day of the injury or if the employee is incapacitated, by their supervisor. If incapacitated, the injured employee shall complete and sign their First Report of Injury as soon as possible thereafter.

The Florida First Report of Injury must be completed for all work-related injuries/illnesses even if medical treatment is not required. Failure to report an injury when it occurs may result in denial of workers' compensation benefits if the employee cannot show at the later reported time that the injury arose out of and in the course and scope of employment. Failing to report an injury promptly and properly may result in disciplinary action.

If the injury requires Professional Medical Care or it appears that such care may be advisable, or that a medical exam of the injury is advisable, the supervisor shall authorize the injured employee to be treated by the designated Primary Care Center and when appropriate, arrange for the employee to be transported to the medical facility. All later doctor referrals to specialists must be approved by the Workers' Compensation Claims Adjuster or Medical Case Manager assigned to the employees' injury. For more serious injuries and particularly in emergency situations the employee will be transported to the nearest most appropriate Hospital Emergency Room.



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RISK MANAGEMENT PROCEDURES
WORKERS COMPENSATION- ON-THE-JOB INJURIES
RETURN TO WORK, LIGHT DUTY, AND LEAVE TIME

Employees that are injured and receive medical treatment from a physician must return to their department and provide the department with copies of the Medical Return-To-Work Evaluation report completed by the physician. The employee's supervisor must read and understand the Return-To-Work Evaluation and any restrictions the physician assigned. Employees that receive medical treatment must continue to provide the Town with copies of Medical Return-To-Work Evaluations forms each time they are treated by a physician.

If the employee is deemed eligible to perform light duty work with restrictions by the physician/clinic, they must immediately inform their supervisor and give the paperwork from the physician and/or care. Should an injured employee return to work with restrictions from the authorized physician/clinic, the employee must notify his/her supervisor (Return to Work Form) of the restrictions before starting work. Each department is expected to accommodate light duty for the employee as of the date they are released by the physician with restrictions. If the employee does not perform light duty work after being released to light duty, it will result in loss of pay and/or use of personal leave time. An injured employee that lost workdays or has work restrictions placed on them by a physician may not return to work in any capacity without a medical Return-To-Work form. A Medical Work Release that permits the employee to perform all the functions of their normal position is required to permit the employee to return to their normal assignment. Supervisors must enforce and injured employee must comply with any work restrictions assigned by the physician. Work time lost due to on-the-job injuries is also classified as authorized FMLA leave time.

The Town of Davie pays the wages at 100% of an injured employee for the first 90 calendar days from the date of the injury. The Supervisor should inform the timekeeper of any lost time due to employee doctor's appointments, light duty, lost workdays or any other workers' compensation related lost time.

Where these procedures differ from a Collective Bargaining Agreement that the injured employee might work under, the terms of the Bargaining Agreement take precedence.