

Procedure Manual



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All Broward College employees and volunteers are entitled to Workers' Compensation benefits for occupationally incurred illnesses and injuries. All injuries, whether or not medical attention is required, shall be reported immediately to the Campus Safety Office and to Human Resources, Benefits Office. The College's Worker's Compensation program is self-insured through the Florida Community Colleges Risk Management Consortium. The College through the Consortium has contracted with a third party administrator to administer the claims and provide the Managed Care Arrangement. All treatment for work related injuries or illnesses shall be referred through this managed care network.

The Workers' Compensation Act: Under the Worker's Compensation Act, compensation is not provided for the first 7 calendar days of disability. If disability extends to more than 21 days, compensation shall be paid from the commencement of the disability. All medical expenses that occur because of on-the-job injuries are paid upon receipt of proper medical reports.

In addition to the benefits provided by the Worker's Compensation Act; only the first 7 calendar days of Worker's Compensation leave may be used per injury/illness. After the first 7 calendar days, the employee may be entitled to benefits for loss of wages under the Florida Workers Compensation Act. If Workers' Compensation disability benefits are not received, sick leave may be used. Family Medical Leave will be used in conjunction with workers' compensation disability benefits.

The College provides part time employees with pro-rated compensation in accordance with Florida Statutes, Chapter 440.

The College provides volunteers with medical coverage only.

First Report of Injury: In all instances of injury arising out of and in the course of employment regardless of the degree of injury, the employee must report the injury to his immediate supervisor. The supervisor must complete the College *Incident/Complaint Report* in sufficient detail to accurately describe the circumstances resulting in the injury/illness. The report should be signed by both the supervisor and the employee (if available) and sent to the Human Resources Division Benefits Unit within 24 hours. In addition, the supervisor must notify Campus Safety of the circumstances of the accident within 24 hours and verbally notify Human Resources on the first day of the employee's absence and again on the first day the employee returns to work. The Human Resources Division Benefits Unit will prepare a *First Report of Injury* which must be submitted to the Division of Worker's Compensation within 10 working days of the accident. Failure to do so will disrupt claims processing and subject the College to significant fines and penalties under Workers' Compensation law. It is the responsibility of the supervisor and the injured employee to report an injury/illness and to complete the required form.

Evaluation by Campus Safety: In the absence of the supervisor, the injury must be reported directly to Campus Safety for completion of the College Incident /Complaint Report. The Campus Safety Office is responsible for an on-site review of the circumstances detailed in the injury report form and the completion of the Florida Community College Risk Management Consortium *Accident/Incident Report (FCCRMC)*. Any discrepancies

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between the injury report form and the findings of the on-site review should be reported to the Human Resources, Benefits Office.

Medical Attention: In the event of an emergency, the employee shall be transported to the nearest emergency facility. All referrals for medical services shall be coordinated through the listing of Managed Care Coordinators. Upon presentation of a completed *Workers' Compensation Referral for Medical Service* form, available from Campus Safety and the Human Resources, Benefits Office, the employee will be referred to a College authorized physician within the managed care network. Treatment received outside of the Workers' Compensation Managed Care Arrangement may not be paid unless authorized by a Managed Care Coordinator prior to the treatment date, except for emergencies. An employee, absent from work due to a work related injury must keep in contact with his/her supervisor on a daily or weekly basis, as appropriate, and after each physician's visit. The employee must submit a copy of the physician's statement/status report to his/her supervisor and to the Human Resources, Benefits Office.

Role of Human Resources Department: The Human Resources Division Benefits Unit will manage all records for Workers' Compensation claims, including verifying treatment received and time out of work. The Human Resources Division Benefits Unit will also log all Notice of Injury forms, send them to the insurance carrier, and coordinate payment of workers' compensation time with the Payroll Department. In addition, the Human Resource, Benefits Office will maintain a log of Workers' Compensation leave hours used per injury.

Temporary Transitional Duty –Broward College offers a Temporary Transitional Duty program as a benefit for all work-related injuries. The goal of the program is to provide the earliest possible safe return to work for employees after occupational related injuries/illnesses. Working with the authorized treating physician, Broward College will develop a transitional duty assignment when possible that matches the functional limitations identified on the DWC-25.

Temporary Transitional Duty Assignments – temporary work that an employee may perform during a work-related injury recovery period. The assignment may be full or part-time depending upon the injured worker's employment status. The rate of pay during the Temporary Transitional Duty assignment will be the employee's regular wage in effect at the time of the injury. All Temporary Transitional Duty assignments will be managed by the Benefits Department.

Roles and Responsibilities

The major participants in an effective temporary transitional duty program are the employee, the college, the medical case management provider and the adjuster.

Employee

- a. The employee is responsible for attending all appointments with the authorized treating physician, and for returning to the work site after each appointment, except when the authorized treating

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physician provides a medical diagnosis that prevents the employee from returning to work and that the physician has properly documented on the DWC-25.

- b. The employee should read and sign the Employer Notification Letter. If the employee has questions regarding any of the provisions in the Employer Notification Letter, he/she should go immediately to the supervisor to get those questions answered.
- c. The employee should perform assigned duties satisfactorily and, if the employee has difficulty performing duties, he/she should report the difficulties to the supervisor immediately.

College

- a. The employee's supervisor ensures attendance and leave is recorded on the employee's timesheet as required.
- b. Temporary Supervisor ensures work duties meet restrictions and limitations outlined on DWC-25. The temporary supervisor should also report any concerns regarding the employee to the Benefits Department.
- c. The Benefits Department (1) uses information on the DWC-25 to determine if the employee is able to return to the regular job, return to a temporary transitional duty job, or is unable to work; (2) notifies the employee of the decision; and (3) notifies the adjuster when the employee is unable to work.
- d. The College will draft an Employee Notification letter specifying the employee's obligations to participate in the temporary transitional duty.

Medical Case Management Provider

- a. The Workers' Compensation Adjuster obtains the completed DWC-25 after each authorized medical appointment, verifies the DWC-25 is properly completed and forwards the DWC-25 to the designated college representative. The adjuster arranges and authorizes appointments to meet the treatment plan outlined by the authorized treating physician, including but not limited to, referrals to specialists, testing and therapies, and ensuring functional limitations and restrictions listed on the DWC-25 are clear and measurable.
- b. The authorized treating physician completes the DWC-25 after each medical appointment with a degree of reasonable medical certainty based on objective relevant medical findings, and discusses the medical findings with the employee.
- c. The adjuster received the initial injury notification, assesses the injury from information provided and arranges the initial medical referral.

The employee participating in the Temporary Transitional Duty program will return to his/her regular duties once the employee has reached Maximum Medical Improvement (MMI). In cases where accidents are severe or traumatic and require ambulatory care, any available and responsible party should call emergency services at 911.

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Participation in the Temporary Transitional Duty program is temporary and will be reviewed, updated and/or modified by the employee's supervisor in consultation with the Department of Human Resources and Equity – Benefits division based on current medical documentation. Continued participation in the Temporary Transitional Duty program will be based on job performance and progression through medical treatment as well as the availability of suitable transitional duty work.

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