

NORTHWEST FLORIDA STATE COLLEGE PROCEDURES FOR HANDLING WORK-RELATED INJURIES

The following steps should be taken in case of an on-the-job injury:

1. Notify (or have someone notify) your supervisor.
2. IF EMERGENCY ROOM TREATMENT IS NECESSARY, go (or ask to be taken) to the nearest emergency room.

*White Wilson Medical Center, Ft. Walton Beach

*Twin Cities Hospital, Niceville

*Walton County Hospital, DeFuniak Springs

*North Okaloosa Medical Center, Crestview

*Fort Walton Beach Medical Center, Ft. Walton Beach

3. IF THE INJURY DOES NOT REQUIRE EMERGENCY TREATMENT, or if follow-up treatment is required, contact Human Resources at ext. 6365. Human Resources will schedule an appointment for you. An identification form is required and needs to be taken to the doctor.
4. As soon as possible following your emergency, provide your supervisor with the data needed for completion of our Accident/Incident Report and the Workers' Compensation Notice of Injury form. Your supervisor will work with the Physical Plant Director and the Director of Human Resources to ensure proper preparation and filing of these reports.

TREATMENT RECEIVED OUTSIDE OF OUR WORKERS' COMPENSATION ARRANGEMENT MAY NOT BE PAID UNLESS AUTHORIZED PRIOR TO THE TREATMENT DATE, EXCEPT FOR EMERGENCIES.