



IMPORTANT INFORMATION FOR THE INJURED WORKER

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- Report your injury or illness as quickly as possible to your employer. Your employer may authorize a doctor at the time of your accident, but the insurance carrier must authorize follow-up treatment.
- If your accident results in emergency treatment, be sure to tell the emergency room staff you hurt yourself on the job, and give them a contact name and phone number of the Risk Management Workers' Compensation Department.
- If you are billed for medical treatment contact your assigned Adjuster or Risk Management Specialist. They will request a copy of the invoice you received and will contact the facility and provide the correct billing information
- **Do not go to your personal physician for treatment.** The Risk Management Workers' Compensation Department must authorize a physician to treat your work injury.
- **Do not skip appointments.** This may cause your benefits to stop.

STATUTE OF LIMITATIONS

- According to ECSD policy you have 24 hours in which to report your injury or illness to your supervisor.
- When you are injured at work or become aware of a workers' compensation injury or illness, you have 30 days in which to report your injury or illness to your employer. Failure to report your injury within 30 days may jeopardize your claim. Failure to report your injury or illness within 30 days may be used as a defense to deny your claim.
- Your eligibility for benefits may also be eliminated if you go one year or longer without treatment from your authorized physician.

PROBLEM SOLVING PROCESS

- If you are dissatisfied with services you are receiving from the ECSD Workers' Compensation Department, you may contact Kevin Windham, Director of Risk Management, at (850) 469-6162.
- If you are still dissatisfied with the efforts to resolve the problem, you may call the Division of Workers' Compensation Employee Assistance Office at 1-800-342-1741.

