Immediate medical attention required?

Yes

Can't get to the Emergency Room on your own?

Call 911 and Contact Security to document the incident for insurance/safety procedures

No

Inform Emergency Room Staff that WC injury occurred at the college

Your Contacts for Assistance with Workers’ Compensation

**Benefits Team:**

Donna Agard-Harvey 868-3133  
Cheryl Hare 868-3153  
Shirley Sullivan 868-3132

**Security Services:**

Belle Glade 993-1120  
Boca Raton 703-1287  
Lake Worth 868-3600  
Palm Beach Gardens 207-5600

**Workers’ Compensation Adjuster:**

Gallagher Bassett Services, Inc. 1-800-843-8999  
(Handles payment of wages to injured employees who are off work)

**Emergency Room Visits:**

Medical bills (not statements) to Gallagher Bassett Services, Inc.  
P.O. Box 23812  
Tucson, AZ 85734-3812
What is Workers’ Compensation?

Workers’ Compensation provides payment for medical expenses for employees who incur an injury/illness on the job and must see an authorized physician or go to a medical facility. It also pays 66 ⅔ percent of wages to an employee who has been placed off work by an authorized physician due to a workplace injury/illness. Full-time employees may supplement the remaining percentage of their wages with their accrued leave time.

Who is eligible for Workers’ Compensation?

Any employee of Palm Beach State College is eligible for Workers’ Compensation if he/she sustains an injury/illness while performing duties within the course and scope of his/her employment.

Who administers the College’s Workers’ Compensation?

The program is administered by the Florida College System Risk Management Consortium (FCSRMC).

What do I do if I need immediate attention?

Call 911 and follow up with Human Resources.

What procedures do I follow?

The step-by-step procedures are outlined on the flow chart in this brochure.

What do I do if my injury occurs after Human Resources is closed?

If you do not need immediate attention, contact the office of Human Resources the following business day.

If you need immediate medical attention, go to the nearest emergency room and inform the emergency room staff of a workers’ compensation injury. If you need immediate medical attention and are not able to get to the emergency room on your own, call 911 for assistance and the College’s Security Services.

The next procedure is to contact the Office of Human Resources for follow up instructions. Advise your supervisor of the outcome of your visit and send copies of the hospital documentation to Human Resources.

It is the responsibility of each injured employee to notify his/her supervisor as soon as the incident occurs or after medical attention has been received.

DO NOT GO TO YOUR PERSONAL PHYSICIAN.

What do I do after I’ve seen the doctor?

The Managed Care facility will complete the bottom portion of the Medical Referral form and work status. It may also include the date for a follow-up visit if necessary.

If the doctor gives me a prescription, can I fill it at any pharmacy?

Workers’ Compensation prescriptions completed by the Managed Care physician may be filled at any pharmacy.

What happens if I have to be off of work due to my injury?

The form you received from the Managed Care facility may also include the length of time and/or dates that a doctor has authorized you to be off work. The College pays for the first 5 days, known as Illness-In-Line-of-Duty Leave, that a full-time employee is off work due to an on-the-job injury/illness. Afterwards, Workers’ Compensation begins paying a percentage of the employee’s wages until he/she is returned to work.