



FSU EMPLOYEES REPORTING A WORKPLACE INJURY

What to do if an injury occurs:

- ✓ **Employees - Please notify your supervisor immediately.**
- ✓ **Employers - If emergency treatment is necessary - call 911 then contact Amerisys at 1-800-455-2079 (They will request basic information regarding the employee and will this call you back later) Patient Care is the number one priority!**
- ✓ For all accidents requiring medical treatment, the supervisor or designated departmental representative will contact Amerisys at 1-800-455-2079 to report the injury and obtain direction on where to seek medical authorization. Amerisys will also complete a First Report of Injury and forwarded it to our office. The supervisor or designated departmental representative will be required to complete the Accident Investigation Report and forward to our office within 48 hours following the injury.

Please make sure the employee is with you at the time the accident is reported to Amerisys. They prefer to speak directly with the injured employee so please make sure they are available when the accident is called in.

You may now be asked for an occupational code and a location number.

Occupational Codes are:

8868 Professional university employees (includes professors, managers, human resource personnel, clerical, etc.)

9101 Other university employees (maintenance personnel, groundskeepers, custodians, etc...)

7720 Law enforcement officers

If you do not know your location number, please utilize 0122

- ✓ If medical treatment is not requested, the supervisor or designated departmental representative will complete a First Report of Injury and Accident Investigation Report and forward to our office for reporting purposes with 48 hours following the accident.

Employees please do the following:

- ✓ Seek treatment only from an authorized medical care provider. If you have any questions, please contact FSU, EH&S (644-7683) for guidance.
- ✓ Provide your doctor's note to your supervisor/department following each medical appointment.
- ✓ Keep in contact with your supervisor regarding your medical treatment and any days missed due to your injury.
- ✓ Forms. Completion required of the following forms:
 1. Accident Investigation Report - completed by supervisor.
 2. First Report of Injury or Illness - sometimes completed by Amerisys other times the Employer

Additional Information can be obtained on our website at www.safety.fsu.edu

The following phone numbers are for quick references.

Amerisys (Reporting a Claim) 1-800-455-2079

FSU Insurance & Risk Management, EH&S (850) 644-7683 Mail Code 4481