

How to Report an Injury

FOR SUBSTANTIAL INJURY OR DEATH - CALL STEPHANIE 850-261-0089

If you are injured on the job, follow these instructions:

If your injury is a life threatening emergency dial 911

If your injury is NOT life threatening, Immediately report it to your employer. That means your direct supervisor or department director.

Where to I go for medical treatment?

For injuries sustained during normal business hours, seek care at:

Ascension Sacred Heart

Pensacola Urgent Care Clinic

6665 Pensacola Blvd., Pensacola, FL 32505

Phone - 850-746-1100 Fax - 850-746-1132

Locations Hours: M – F 8 a.m. - 6 p.m. Sat & Sun 9a.m. - 3 p.m.

For after-hours AND emergency care, our approved 24-hour-a-day provider is:

Gulf Breeze Hospital

1110 Gulf Breeze Pkwy

Phone: 850-934-2020

INFORM THE MEDICAL FACILITY THAT YOUR INJURY IS WORK-RELATED

INSURANCE CARRIER: Public Risk Management, Johns Eastern Co, Inc. P O Box 110279, Lakewood Ranch, FL 34211

Provide Employee with Script Advisor Temporary Prescription Benefit Card.



PUBLIC RISK MANAGEMENT

Call: 1-800-749-3044

24 hours a day, 365 days a year

- to report the injury
- to receive first aid information
- to receive authorization for treatment

Post Accident Alcohol Testing

ProHealth Medical Care

3298 Summit Blvd, Ste 33

Pensacola 850-434-4991

After-hours collections call:

Debbie DuFour 712-7486

Dewayne Wright 619-1854

An injured worker has an obligation to report a work related accident within 30 days after he or she knew, or should have known, an injury in the course and scope of employment was sustained.



IN CASE OF AN ACCIDENT

- Call for medical aid if necessary. Immediately report the accident to the police and call your supervisor.
- Secure accident scene -- pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
- Call the police. All accidents, regardless of severity, must be reported to the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DON'T argue with anyone.
- Provide the other party with your name, address, phone number, driver's license number, and insurance information.
- Provide a copy of the accident record and/or your written description of the accident to your immediate supervisor ASAP.