



District School Board of Pasco County
WORKERS' COMPENSATION ACKNOWLEDGEMENT OF PROCEDURES

Office for Human Resources and Educator Quality
Workers' Compensation
813/ 794-2520 FAX: 813/ 794-2039
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Johns Eastern Company (JECO) has been chosen as the District School Board of Pasco County's (the District) workers' compensation administrator. As the administrator, JECO will coordinate all claim and medical services for your work-related injury.

If your work-related accident results in the need for medical treatment, you will be sent to the nearest Health and Wellness Center (HWC) in the District's authorized workers' compensation provider network (WC provider network). In coordination with Johns Eastern Medical Management Services Department, the HWC is responsible for managing your medical care, including referrals to other health care providers and facilities for evaluation or treatment. **Johns Eastern Medical Management Services Department must approve ALL referrals for treatment or evaluation before you receive services.**

Your Rights and Responsibilities

You have certain rights and responsibilities entitled to you under the District's workers' compensation program. This information is detailed in the online "Employee Handbook for Workers' Compensation". We urge you to immediately read the handbook and refer to it if you experience a work-related injury. Additionally, workers' compensation procedures and a list of authorized providers are available at your worksite and online at <http://www.pasco.k12.fl.us/benefits/comp/>. If you do not have access to download the Employee Handbook for Workers' Compensation you may email mybenefits@pasco.k12.fl.us to request a copy.

Notice of Emergency Treatment

If you are involved in a work-related accident that is serious and requires immediate treatment, go to the nearest urgent care facility, hospital emergency room or call 911. After receiving treatment at a hospital emergency room, you are required to follow-up with one of the CareHere Health and Wellness Centers for evaluation and a release to return to work. If the accident occurred after hours and you sought medical treatment, you **must** report the injury by 8:30 a.m. the next business day.

"First Aid or Report Only" Notice

If you are involved in a work-related accident and elect NOT to seek medical treatment at time of accident, you **MUST** immediately notify Johns Eastern Company at 1-800-749-3044 extension 1322 should you decide to seek medical treatment in the future. In addition, you must inform the Workers' Compensation Designee at your work location that you have decided to seek medical treatment.

Return-to-Work (RTW) Program

The Return-to-Work (RTW) Program promotes your successful return to work as quickly as medically possible, bringing you back to work when you are able to perform on a modified or alternate duty basis. Your participation in the RTW Program is required when you are offered modified or alternate duties within the functional limitations and restrictions identified by your authorized treating provider. Refusal to participate in the RTW Program may negatively impact your workers' compensation benefits, as well as possible discipline up to and including termination from the District.

Fraud Statement

Workers' compensation fraud occurs when any person knowingly, and with intent to injure, defraud, or deceive, any employer or employee, insurance company, or self-insured program, files false or misleading information. Workers' compensation fraud is a third degree felony that can result in fines, civil liability, and jail time.

I acknowledge that I have read and understand the above statements about Workers' Compensation.

Employee Name (PLEASE PRINT)

Employee ID Number

Employee Signature

Date Signed