***NOTICE OF INJURY PROCEDURES***

*For life-threatening injuries, call 911 immediately and get the injured person immediate medical care. Then phone us at toll free at 844-677-3772 Ext. 200 to report the injury.*

*For non-life threatening injuries, send the injured employee to an FRSA-SIF Preferred Provider listed in your county as per your company wall card, and call 844-677-3772 Ext. 200 to report the claim.*

*If the injury occurs after normal business hours, report the injury the next business day, but do not delay in getting the appropriate medical care that may be necessary.*

1. Your call will be answered by our Notice of Injury (NOI) staff person.
2. The NOI staff person will complete the First Report of Injury or call the employer if the original caller does not have all of the information. (Please refer to the attached First Report of Injury or Illness form).
3. You should be sure that a Drug Test Chain of Custody form is sent with the injured worker when he or she goes for initial treatment or that he or she goes to the clinic listed on your chain of custody forms after his initial treatment. It is your responsibility as the employer to advise the provider of the necessity of a post accident drug screen/test.
4. The injury information is recorded in the FRSA Self Insurers Fund Claims Management System.
5. The claim is reviewed by the FRSA-SIF claims staff, and if needed, by a licensed professional nurse care manager at CorVel, Inc.
6. A file is created and all parties (i.e. State of Florida, Employer, Employee, etc.) will receive the appropriate paperwork to comply with the State Workers’ Compensation regulations.
7. The claims adjuster and the nurse case manager begin to manage the injured workers’ care to facilitate a rapid return to work.