



The following procedures must be followed for all work related injuries. It is important to note that Florida Statue 440.134(7) states "...Treatment received outside the Workers' Compensation Managed Care Arrangement is not compensable unless authorized by the carrier (Johns Eastern) prior to treatment date."

You have the responsibility to:

- ❖ Report promptly any work related injury to your supervisor (same day).
- ❖ Be cooperative and courteous with the Primary Care Physician, Specialist Physician, Nurse Care Manger and Claims Adjuster.
- ❖ Ensure all treatment is received from an approved physician, except in the case of emergencies.
- ❖ Keep all scheduled appointments. Keep your supervisor informed.
- ❖ Return to work as soon as your doctor says you can.

You have the right to:

- ❖ Prompt quality medical care for your workplace injury.
- ❖ Be treated courteously by your Primary Care Physician, Specialist Physician, Nurse Care Manger and Claims Adjuster.
- ❖ Change your treating physician once within the network.
- ❖ Request a second medical opinion.
- ❖ File a grievance with the adjuster if you are dissatisfied with the medical care at any time.
- ❖ Have all questions related to your medical care and claims answered in a manner you understand.

Sign below to indicate you have read and understand the procedures to follow in the event of an injury.

Print Name

Date

Employee Signature

Employer Representative (Print &Initial)

A network of medical providers will be made available to you by your employer to assist you in choosing a medical provider.

Contacts:

Mickey Hudson, Administrator of Risk Management, (850) 638-6131, ext. 2302 or

E-mail: mickey.hudson@paec.org

Frances Rogers, Safety Specialist, (850) 638-6131, ext. 2248 or e-mail: rogersf@paec.org

Veronica Smith, Program Assistant, (850) 638-6131, ext. 2247 or e-mail: veronica.smith@paec.org