

How to Report a Work-Related Injury or Illness

Effective January 1, 2009, all work-related injuries or illnesses are to be reported by the supervisor or department designee by telephone to:

OptaComp

1-877-518-2583 (toll free)

The injured or ill employee should be present for the call so the employee's injuries or illness may be triaged and the appropriate medical care provided.

In case of emergency, call 911 for immediate medical care for the injured or ill employee. Then, the supervisor or department designee must call OptaComp at 1-877-518-2583.

Employee's Responsibility

1. When an incident occurs, the employee must report all injuries or illnesses to his/her supervisor or department designee immediately (**no exceptions**).

Supervisor's (or Department Designee's) Responsibility – What to Do

1. Call OptaComp at 1-877-518-2583 to report the injury or illness. Except in cases of emergency, the injured or ill employee must be present with the supervisor when the injury or illness is reported.
2. Complete the Accident Investigation Report for Supervisors (on the Workers' Compensation webpage or the HR Forms list).
3. Have the completed Accident Investigation Report for Supervisors and the following information ready when you call OptaComp to report an injury:
 - Injured/ill employee's home address and home telephone number.
 - Injured/ill employee's date of birth and social security number.
 - Injured/ill employee's date of employment and salary.
4. Once OptaComp has taken the required information from you over the telephone, the intake specialist will assess the employee's medical needs and refer the injured/ill employee to a medical facility as appropriate.
5. Within 24 hours of the injury or illness occurring, send the completed Accident Investigation Report for Supervisors to Human Resources, SVC 2172, Attn: Meica Elridge by campus mail or fax (813) 974-7535.
6. An OptaComp nurse case manager will obtain the results of the initial medical visit including diagnosis, treatment plan and any injury or illness-related restrictions. This information will be provided to the supervisor immediately after the initial medical visit. Be prepared to speak with the nurse case manager regarding return to work restrictions.
7. Take prompt action to correct any safety hazards.

For questions regarding the workers' compensation reporting process, contact HR Workers' Compensation Insurance Specialist Meica Elridge at (813) 974-5775 or melridge@admin.usf.edu.