

The University of South Florida System provides a safe and healthy work environment. Employees who are injured in connection with their work on a vessel as a crewmember may be covered by the Jones Act.

### PROCEDURES FOR FILING A CLAIM, JONES ACT EMPLOYEES

1. When an incident occurs to an employee who is acting in a capacity as crewmember or is performing vessel related duties on a vessel either in port or underway, the employee must report all injuries or illnesses to his/her Captain (no exceptions).
2. **Determine if emergency!** In case of emergency, follow emergency procedures and contact emergency responders for immediate medical care.
3. The Captain must enter incident into the Ship's Log.
4. The Captain must complete the **Report of Marine Accident, Injury or Death** form. This standard form is to be used for all incidents effective 8/1/11.
5. The completed form should be forwarded to the Unit Human Resources (HR) office, who will forward it to the USF Workers' Compensation (WC) Administrator. The WC Administrator will notify the Insurance Agent/Broker that an incident has occurred and submit the required documentation.
6. Injured workers may seek medical treatment at a medical provider of their choice.
7. For payment of services, the injured employee should have medical bills, receipts of payment and documentation of work status submitted to the WC Administrator using the contact information listed below. The WC Administrator will forward this information to the Insurance Agent/Broker.
8. The WC Administrator will notify the DMS Representative. The Insurance Agent/Broker will contact the insurance carrier. An injured employee should not report the injury directly to the insurance company. Once the report is made the insurance adjuster will contact the injured employee. When reporting an injury, or for questions or concerns, contact the WC Administrator or Agent/Broker.
9. Employees should keep their supervisors informed regarding their work status; however supervisors will be advised about return to work status by the WC Administrator as well.

**LEAVE BENEFITS AND RETURN TO WORK**

- The injured worker will be entitled to payment of Maintenance and Cure up to the point of maximum medical improvement (MMI). The insurance company will provide notification of MMI in consultation with the medical provider.
- Injured employees under the Jones Act may be granted up to 40 hours of disability leave for initial evaluation and treatment. This benefit is paid leave and is not deducted from sick or annual leave balances.
- If an authorized physician has certified in writing that the employee is unable to work and the disability leave is exhausted, the injured worker will receive the daily maintenance as established by the insurance company. Departments will be billed for maintenance and cure until deductibles are met.
- In addition to the Maintenance, the injured worker may use up to eight hours of available accrued leave (sick or annual leave) per day to be equivalent to his/her salary prior to the incident.
- Logs of payments made to employee, medical facilities, pharmacies or any medical invoices will be maintained by the WC Administrator.
- Whenever possible, an employee who is released to work by the medical provider with restrictions will be provided an alternate light duty assignment to accommodate these restrictions. The work assignment may or may not be in a related field of work. UNDER NO CIRCUMSTANCES will an employee be allowed to resume work on a vessel without a written release for full duty from the medical provider and from the university.

**CONTACTS**

**Florida Institute of Oceanography (HR)**

Cam Ngo  
727 553-3942 Office  
[camngo@usf.edu](mailto:camngo@usf.edu)

**College of Marine Science (HR)**

Tim Trowbridge  
727-553-3375  
[ttrowbridge@usf.edu](mailto:ttrowbridge@usf.edu)

**Workers' Compensation Administrator**

Meica Elridge, Human Resources  
4202 East Fowler Avenue, SVC 2172  
Tampa, FL 33620  
813 974-5775 Office  
813 974-7535 Fax  
[melridge@usf.edu](mailto:melridge@usf.edu)

**Insurance Agent/Broker**

Tanya Lewicki, Area Assistant Vice President  
Arthur J. Gallagher Risk Management Services, Inc.  
305 639-3154 Office  
305 592-4049 Fax  
[Tanya\\_Lewicki@ajg.com](mailto:Tanya_Lewicki@ajg.com)

**DMS Representative**

Allison R. Norman, FCCM  
Department of Management Services  
850 488-7996 Office  
[Allison.norman@dms.myflorida.com](mailto:Allison.norman@dms.myflorida.com)

## **Jones Act Billing Information For University of South Florida Employees**

Health care providers are responsible for submitting bills for medical services rendered to University of South Florida employees, who were injured on the job, directly to:

**University of South Florida  
4202 E. Fowler Avenue, SVC 2172  
Tampa, Florida 33620  
ATTN: WC Administrator  
FAX: 813 974-7535**

**Questions regarding verification and billing** should be directed to Meica Elridge at (813) 974-5775.

**Attention Injured Worker:** Please take this form with you to all medical appointments.

This information is for billing purposes only

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