

Empl. ID \_\_\_\_\_

## **EMPLOYEE ACKNOWLEDGMENT**

In order to provide the most timely and suitable quality medical care in the event of an injury on the job please follow the procedures listed below. Your workers' compensation benefits are provided through the Florida Division of Risk Management. They have contracted with AmeriSys to provide you with medical care.

The following procedures must be followed for all work-related injuries and illnesses. It is important to note that under Florida law the employer (AmeriSys) must authorize all non emergency treatment.

- For life threatening injuries, call 911.
- Report promptly any work-related injury to the supervisor.
- The supervisor, with the employee present, will contact AmeriSys at 1-800-455-2079 for treatment.
- Ensure all medical treatment is authorized by AmeriSys.
- Direct all questions about the level of care to AmeriSys, who is the focal point for all medical treatment.
- Forward all DWC-25 medical status reports to Human Resources, at 407-823-1095 (fax) or [loaandworkcomp@ucf.edu](mailto:loaandworkcomp@ucf.edu) (email).
- For additional information, please refer to the Leave of Absence & Work Comp section of the UCF Human Resources website, at <http://hr.ucf.edu>.

Please sign below to indicate that you have read and understand the procedures to follow in the event of an injury, and your duties under our Managed Care Program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employer Representative