

Workers Compensation Procedures

1. When an on-the-job injury or illness occurs, the injured employee is required to immediately report the accident his or her on-duty supervisor.
2. In the event of a serious work-related injury requiring immediate emergency treatment, the supervisor, employee, or co-worker shall call 911 or otherwise arrange for immediate transport to a hospital emergency room. **If possible, provide the employee with a copy of a First Fill form for medications.**
3. For cases not involving immediate emergency treatment, the supervisor and the employee should complete and sign a First Report of Injury Form, Accident Investigation Report, and a Medical Release form prior to or concurrent with seeking treatment. **The injured employee should bring a copy of the signed First Report of Injury Form with him or her to the medical provider. The employee should also be given a copy of a First Fill form that will allow them to obtain medication.**
4. Except in the case of an emergency, employees should be seen at:

Hendry Regional Corporate Health  
203 S. Gloria St  
Clewiston  
863-983-1123

Med Express Urgent Care  
960 W. Sugarland Hwy.  
Clewiston, FL 33440  
863-805-0189

## After Hours:

Hendry Regional Medical Center, Clewiston  
Lehigh Regional Medical Center, Lehigh Acres  
Lee Memorial Health System, Fort Myers

**INSURER NAME**

## CLAIMS-HANDLING ENTITY NAME, ADDRESS &amp; TELEPHONE

Johns Eastern Company, Inc.  
Post Office Box 110279  
Lakewood Ranch Fl 34211-0004

1-800-749-3044