

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**  
**Office of Graduate Medical Education**

PROTOCOL: Workplace Injury	
Approved by: GMEC	Page(s): 1 of 2
Approval date: 11/7/2023	Reviewed date:
Effective date: 11/7/2023	Revised date:

All University of Florida (UF) College of Medicine-Jacksonville (COM-J) residents and fellows (hereafter referred to as trainees) in accredited and non-accredited training programs are covered under the University's workers' compensation program for any on-the-job injury. Injuries specific to post exposure prophylaxis (PEP) – needlesticks – should follow the PEP information contained in the resident manual. This policy expands on PEP injuries to those that may occur due to injury (e.g. illness, a slip, fall, or workplace violence).

The UF Health system is committed to maintaining a safe and violence free work environment for its trainees and other medical staff. All injuries MUST be reported to AmeriSys who will coordinate all care related to the injury or illness. The supervisor will complete the Accident Investigation Report within 24-hours of the accident or incident. <https://www.ehs.ufl.edu/report-to-ehs/report-incident/>

The supervisor and trainee who receives an on-the-job injury or is the victim of workplace violence must do the following:

- I. Life-threatening or other serious medical emergency requiring immediate treatment should:
  - a. Call 911 for immediate medical care and transport to the nearest emergency room
  - b. Report the injury to the rotation preceptor (supervisor), program director, and the Office of Graduate Medical Education
  - c. Report the injury in the hospital's ID Inc. system [EMS Portal Start Page \(ufl.edu\)](#)
  - d. Together, the trainee and the supervisor will contact AmeriSys, the State of Florida's medical case management vendor as soon as possible by calling 1-800-455-2079
- II. Injuries that do not require immediate medical attention must be reported immediately and before medical treatment is sought
  - a. Together, the trainee and the supervisor will immediately contact AmeriSys, the State of Florida's medical case management vendor by calling 1-800-455-2079
  - b. Report the injury in the hospital's ID Inc. system [EMS Portal Start Page \(ufl.edu\)](#)
  - c. Report the injury to the rotation preceptor (supervisor), program director, and the Office of Graduate Medical Education
- III. When the injury requires time away from training:
  - a. The trainee will utilize the following leave types
    - i. Sick Leave – generally this is for injuries requiring less than two days away from training
    - ii. Medical – generally this is for injuries when the trainee has significant recovery and has been placed out of work by the worker's compensation provider assigned by AmeriSys
      1. Complete the Office of Graduate Medical Education leave of absence request form if the trainee will be out of work until cleared to return to work by their treating physician
- IV. Worker's Compensation Office will receive the First Report of Injury or Illness from AmeriSys
  - a. The worker's compensation coordinator will contact the employee and the supervisor to discuss everything related to the medical care, absences for appointments, modified duty, time reporting and leave usage, and wages
  - b. The Office of Graduate Medical Education will handle all time reporting in PeopleSoft and track medical leave usage
  - c. Program coordinators will enter sick leave not associated with worker's compensation leave in New Innovations

AmeriSys is the State of Florida's medical case management vendor and must be contacted prior to seeking medical treatment, unless the injury is life-threatening. AmeriSys must be contacted before seeking treatment. The supervisor and trainee will both be required to provide information to the intake person such as description of the injury, job title, pay rate, department, program, etc. AmeriSys will guide the trainee to a provider who in the Worker's Compensation Services network.

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Worker's compensation provides 66 2/3 pay to trainees while receiving worker's compensation payroll benefit. The payroll check is mailed to the individual's address in PeopleSoft. The worker's compensation payroll benefit will be combined with the trainee's medical leave to ensure the trainee can continue to receive full pay.

**Resources**

UF's [Worker's Compensation Webpage](#)

1-352-392-4940

Accident/Incident Report Link: <https://www.ehs.ufl.edu/report-to-ehs/report-incident/>

AmeriSys

1-800-455-2079

Jacksonville's [ID Inc](#)

[Report an Injury](#)