# Workers' Compensation

## How to Report a Work-Related Injury or Illness

***For Employees***

**Ensure the injured worker receives the necessary medical attention by completing the following:**

- **Emergency Medical Treatment**
  - Call 911 to immediately transport the injured worker via Emergency Medical Services (EMS) to the nearest medical facility
  - The injured worker's supervisor or department representative must contact the Workers' Compensation Manage Care Provider – Amerisys at 1-800-455-2079 as soon as possible. Remember to use **Location Code: 0102**. Please have injured employee's Social Security Number and Date of Birth

- **Non-Emergency Medical Treatment**
  - The Injured worker and immediate supervisor should immediately contact Amerisys at 1-800-455-2079. Remember to use **Location Code: 0102**. Please have employee Social Security Number and Date of Birth

***For Non-Employees***

- **Visitors, Volunteers, Students**
  - Contact FAMU Police Department at: (850) 599-3256

**Complete the FAMU First Report of Injury and Illness form and forward to the Office of Human Resources with signatures via fax at (850)561-2080, hand-delivery, or email to workerscompensation@famu.edu within 24 hours of reporting the injury.**

**Click on Link to access the First Report of Injury Form**

**If you have any additional questions regarding workers' compensation procedures, please contact Brandice Koonce in the Office of Human Resources at (850) 599-3614.**