

## **Workers' Compensation for Volunteer Staff**

Lee County Parks and Recreation Volunteers may be covered for medical benefits in case of accident or injury while volunteering under Lee County's Workers' Compensation Program. The insurance is managed by Lee County Risk Management with specific policies and procedures. Please read the following procedures, and sign on the upper portion of this page to indicate that you understand the procedures. If you have questions please call Volunteer Services at 239-432-2159 or 239-707-0876 cell.

Part I – If you are injured in a **WORK-RELATED ACCIDENT THAT IS NOT LIFE THREATNING**, you must do the following:

1. Report the injury to your supervisor or manager immediately.
2. For all injuries that require more than just basic first aid, the injured employee should report to:

Lee Convenient Care Central  
4771 S. Cleveland Avenue (next to Pep Boys at Page Field)  
Hours of operation: 7:00 AM to 7:00 PM, 7-days a week, including holidays  
239-343-9800

Urgent Care of Southwest Florida - Cape Coral  
1708 Cape Coral Pkwy W, Suite 2  
Hours of operation: (M-F)8:00 AM to 8:00 PM, Sat 9am-5pm Sun 11am-4pm  
239-333-3333

Urgent Care of Southwest Florida - Estero  
10201 Arcos Ave Suite 105  
Hours of operation: (M-F) 8:00 AM to 8:00 PM, Sat 9am-5pm Sun 11am-4pm  
239-333-2273

- A. Authorization for treatment must be obtained prior to treatment. Authorization can be obtained through Risk Management 239-533-2309/2310 or through Employee Health Services 239-533-2067.
  - B. Any additional medical treatment such as transfers of care to a specialist would require authorization from your Workers' Compensation Adjuster.
  - C. Prescriptions given to injured employee by authorized physicians can be filled at any local pharmacy. Employees can use the "Prescription Program for Work Related Injuries" form in order to obtain prescriptions or employees are may be required to secure receipts for reimbursement.
3. Complete an "Employee Injury-Illness Report" form and fax a copy to Risk Management at 239-485-2154 and Employee Health Services at 239-485-2094 within 24 hours. The original can follow by inter-office mail.
  4. Employee shall do the following:
    - a. Attend all scheduled appointments with authorized workers' compensation physicians.
    - b. Follow all instructions given to them by the authorized workers' compensation physicians.
    - c. Contact your Workers' Compensation Adjuster and/or Risk Management with concerns about their claim.

Part II – **WORK-RELATED INJURY THAT OCCURS AFTER HOURS, WEEKENDS, OR HOLIDAYS**, which is **NOT LIFE TREATNING**, you must do the following:

1. Report the injury to your supervisor or manager immediately.
2. Follow steps 2b-2c, step 3, and step 4 in Part I.

Part III – **WORK-RELATED INJURY THAT IS LIFE THREATNING AND REQUIRE IMMEDIATE Medical Attention, immediately CALL 9-1-1:**

1. Immediately report the injury to your supervisor or manager.
2. Ask a representative from the hospital to call Risk Management at 239-533-2309 or 239-533-2310 or Employee Health Services at 239-533-2067.
3. Follow steps 2a-2c, step 3, and step 4 in Part I.