

NASSAU COUNTY SCHOOL DISTRICT

Workers' Compensation for Employees

Proper Steps for Reporting an Injury/Illness

- All injuries must be reported to an administrator as soon as the injury occurs. The administrator/designee must call PMA Care24 to report the injury/illness, with the injured worker present. The only exception is for an emergency. **Please do not wait to report an injury/illness.**
- PMA Care24 will determine if treatment is required and will provide a referral for treatment at an approved location.

After Reporting

- All appointments, referrals, and procedures must be approved by PMA.
- All absences must be reported to the administrator/supervisor.
- All physician notes that relate to the reported injury/illness must be provided to the administrator/supervisor.
- All injured workers will be assigned a case worker. Injured workers must keep in contact with the assigned case worker at PMA.
- Please contact Leanne Peacock at (904) 491-9876 if any injury/illness requires an absence from work or for any questions.