

How to report an accident/injury

Call AmeriSys at 800-455-2079 to report the workers' compensation claim. They will ask you for the following information below.

EMPLOYEE ID: Record the employee's seven digit employee ID number at the top of the page.

NAME: Print the employee's first name and last name, as it is known by Florida Polytechnic University.

HOME ADDRESS: Print the employee's home address that is on file with Florida Poly, and please include city, state and zip code.

TELEPHONE: Print the employee's telephone number that is on file with Florida Poly, including area code.

OCCUPATION: List the employee's occupation as it is stated by Florida Poly.

DATE OF BIRTH: List the employee's date of birth.

SEX: Select the corresponding box, male or female.

SOCIAL SECURITY NUMBER: Print employee's social security number that is on file with Florida Poly.

DATE OF ACCIDENT: Indicate on what date your accident occurred.

TIME OF ACCIDENT: Indicate what time your accident occurred, and remember to check either "AM" or "PM."

EMPLOYEE'S DESCRIPTION OF ACCIDENT: Being as descriptive as you can, indicate how the accident occurred. Be sure to tell us what the cause of the accident was. Include your direct supervisor or contact person's name and campus phone number.

INJURY/ILLNESS THAT OCCURRED: In a brief term, print a description of the injury. (Ex. Bruise, strain, cut, scrape, contusion, etc.)

PART OF BODY AFFECTED: Indicate the part of your body affected by the injury. Be sure to specify "left" or "right" when appropriate, and be specific as to the area injured (Ex. "left wrist," "right knee," "lower right back").

DATE FIRST REPORTED: Write the date on which you first reported the injury to your supervisor.

If you are using the current form on the website, these next sections (***) will be completed for you.

****COMPANY INFORMATION:**

Employer's Location Address : Florida Polytechnic University

Address: 4700 Research Way

Lakeland FL, 33805-8531

Telephone: 863-583-9050

The location # is: 0272

Florida Industrial and Phosphate Research Institute location #: 0273

TIME IS OF THE ESSENCE
IMMEDIATELY CALL AMERISYS AT 800-455-2079

If you need additional assistance, contact Human Resources at 863-874-8421 or ddoll@flpoly.org. Please report the accident to the EH&S Office at 863-874-8673.