

SUMTER COUNTY SCHOOL BOARD

Workers' Compensation Procedure

1. Log on to www.jonhseastern.com and enter the notice of injury.
2. If the website is not available manually fill out the first report of injury form and fax to Johns Eastern @ 1-877-879-9543 and SCSB risk manager @ 352-793-4963
3. All injured employees must receive the following forms:
 - a. Authorization for release of medical treatment
 - b. Tmesys first prescription fill program
 - c. Workers' Compensation Medical Authorization
4. They are to fill out and sign the authorization for release of medical treatment. Give employee a copy and send original to SCSB risk manager.
5. Record all occupational injuries, diseases and illnesses in your Division of Safety log.

If you have any questions please call the SCSB risk manager Wendy Craig @ (352) 793-2315 ext. 202.