








Reporting a Claim

DO

Confirm the Jacksonville University Accident/Injury Report, Supervisor Accident/Injury Report, CCMSI False and Fraudulent Claim Warning, CCMSI Authorization for Medical Records and Communication Release, FICURMA Workers' Compensation Prescription Information, CCMSI Request for Mileage Reimbursement and Workers' Compensation Witness Report are completed.

Write legibly on all documents.

Immediately report the injury to the Office of People and Culture (OPC) via email at opc@ju.edu.

Use the current Jacksonville University Employee Accident/Injury Report for Cannon Cochran Management Services Inc (CCMSI).

After you are notified of a work-related injury, immediately email or drop off the completed Accident/Injury Report packet to OPC.

DON'T

Use pencils or light-colored pens to complete the accident/injury documents, including the Jacksonville University Employee Accident/Injury Report.

Email forms with missing information.





!

Procedural Information & Injury Report FORMS – SECTION C

In the event a job-related accident or illness occurs, the following procedure MUST be followed:

If the injury or illness is severe (life-or-limb-threatening), instruct the employee and/or supervisor to call 911 first. Then, call the Department of Security at (904) 256-7585. Lastly, call the Office of People and Culture (OPC) at (904) 256-7025. Typically, the employee will be transported to the to the nearest hospital.

Department

!

Please contact the Office of People and Culture at 904-256-7025 IMMEDIATELY regarding an employee's injury.

EMPLOYEE INFORMATION

[Redacted]

/ .#

[Redacted]

[Redacted]

[Redacted]



(To be completed by the employer)

Faint, illegible text scattered across the page, possibly bleed-through from the reverse side.

#

TO BE COMPLETED BY THE OFFICE OF PEOPLE AND COMMUNITY RELATIONS

Name of company:

Jacksonville University
2800 University Boulevard North
Jacksonville, Florida 32211

Insurer information:

Cannon Cochran Management Services Inc.
P.O. Box 948399, Maitland, FL 32749-8399
(866) 291-0194 / (407) 660-5600 / Fax: (217) 477-6946
FICURMAmail@ccmsi.com

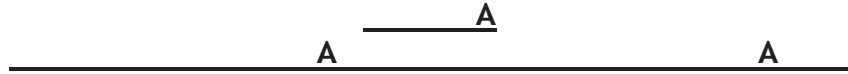
_____ (a a) _____ (a a) _____

Jacksonville University

!

!

!



Employer:

Please fill out employee information below and provide employee with this document to take to any pharmacy with prescriptions.

Employee Name	!
Group#:	P2KA
PCN:	Workers' Compensation
ID# (Claim Number):	!
Date of Accident:	!
Processor:	myMatrixx
Bin#:	003858
Day supply is limited to 14 days for a new injury.	
myMatrixx Help Desk: (877) 804-4900	

Employee:

FICURMA has partnered with myMatrixx to0 scn 0 l 58296 Tc -4.8711 (A)13

O KE COMPEN A ION I NE EPO




-
-

-
-



Proc



Transportation During Disability Period: If needed, medical transportation is available for the injured employee. If the injured worker uses his/her vehicle for transportation to medical providers, they are reimbursed at the current rate of 44.5 cents per mile. A CCMSI agent can supply mileage forms. Call CCMSI immediately at (407) 660-5637 or (866) 291-0194 if you need transportation or cannot make an appointment.

Prescription Benefit: Medications can be dispensed at any pharmacy (see myMatrixx listing). The injured employee pays no copay (prior to MMI) for medications if an authorized medical provider prescribes medical services, devices, appliances, etc., as it relates to the injury/illness. Please contact your claims adjuster at CCMSI (407) 660-5637 or (866) 291-0194 for authorization before receiving service or the Office of People and Culture for assistance.

Notification from Insurance Company: Within three to five business days after the accident/injury is reported, the employee should receive a brochure explaining his/her rights and obligations and a notification letter explaining the services provided by the Employee Assistance Office of the Division of Workers' Compensation. The employee must notify CCMSI if they have already completed the following forms: Jacksonville University Employee Accident/Injury Report, False and Fraudulent Claim Warning, Authorization for Medical Records and Communication Release and Request for Mileage Reimbursement.



Will I have to pay any medical bills?

No. All authorized medical bills should be submitted by the medical provider to CCMSI for payment until you reach maximum medical improvement. Once you reach maximum medical improvement, you will be required to pay a \$10 copay per visit.

If prescribed, how do I get my prescription filled?

If a medication is prescribed by your authorized physician, please take the prescription to your pharmacist along with the information from myMatrixx to ensure your prescriptions are billed directly to the insurance company. In rare cases, you may be asked to pay for your medications. If this happens, you will be reimbursed any money you have to advance once receipts are provided to the insurance company.

What is my responsibility when the doctor places me on restricted duty?

It is your responsibility to communicate with your supervisor and the Office of People and Culture (OPC) following your appointment. If you are given restrictions or placed out of work anytime during your treatment, please ensure they are communicated to your supervisor and OPC immediately.

Do I have to attend my appointments?

Yes. Time, effort and expenses are put into providing your medical care. If you do not follow the doctor's instructions and attend all medical appointments, your case may be terminated for noncompliance and all benefits suspended.

If a medical bill comes to my house, what do I do?

Mail or drop off the medical bill to OPC. It will be forwarded to your adjuster. CCMSI will pay all authorized invoices for your claim.

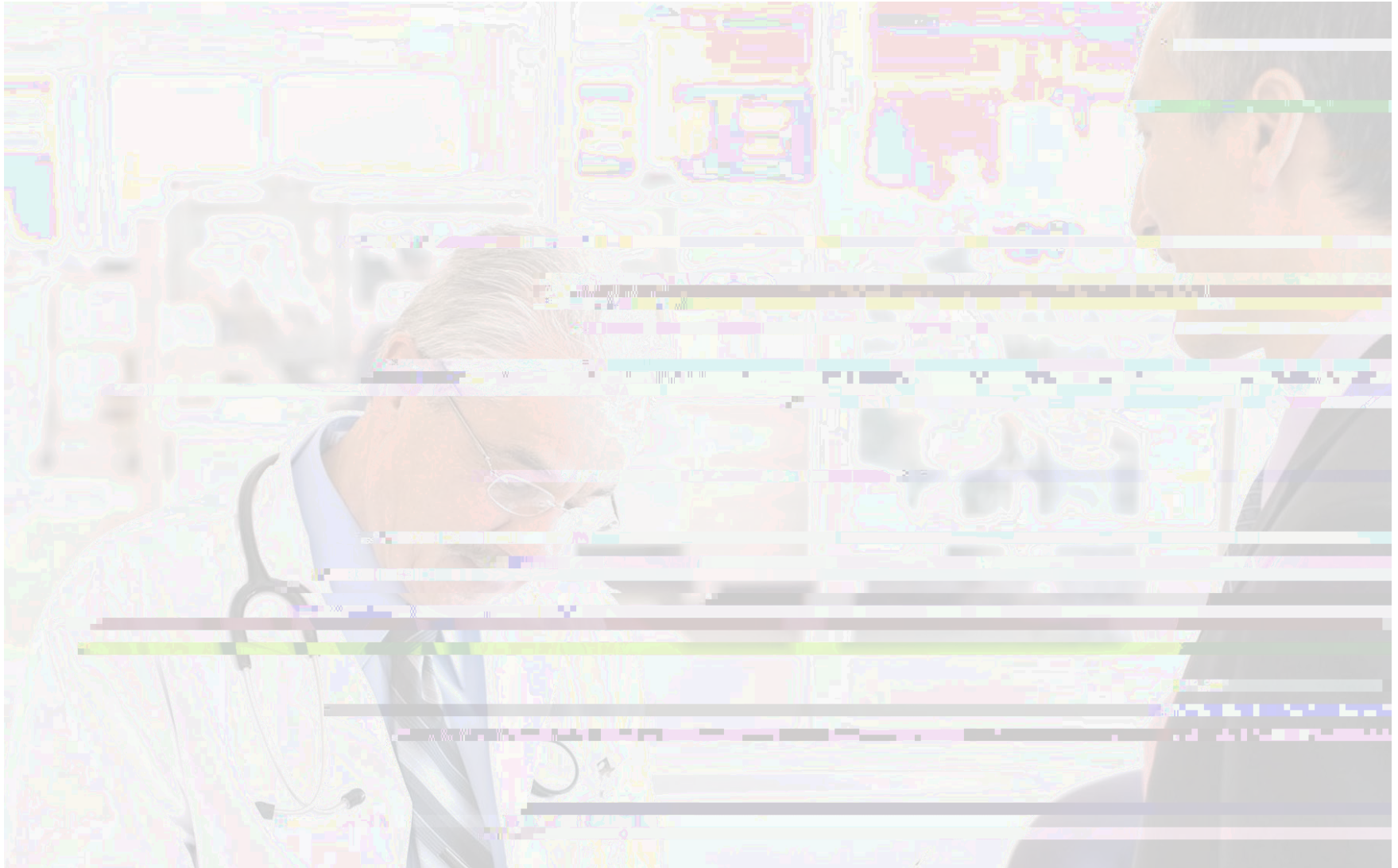
Will I get paid mileage for my medical appointments?

If you, a family member or friend drives you to an authorized appointment, physical therapy, hospital, diagnostic testing or pharmacy, you are entitled to mileage reimbursement at 44.5 cents per mile or the current rate. A form is available to document the appropriate mileage.

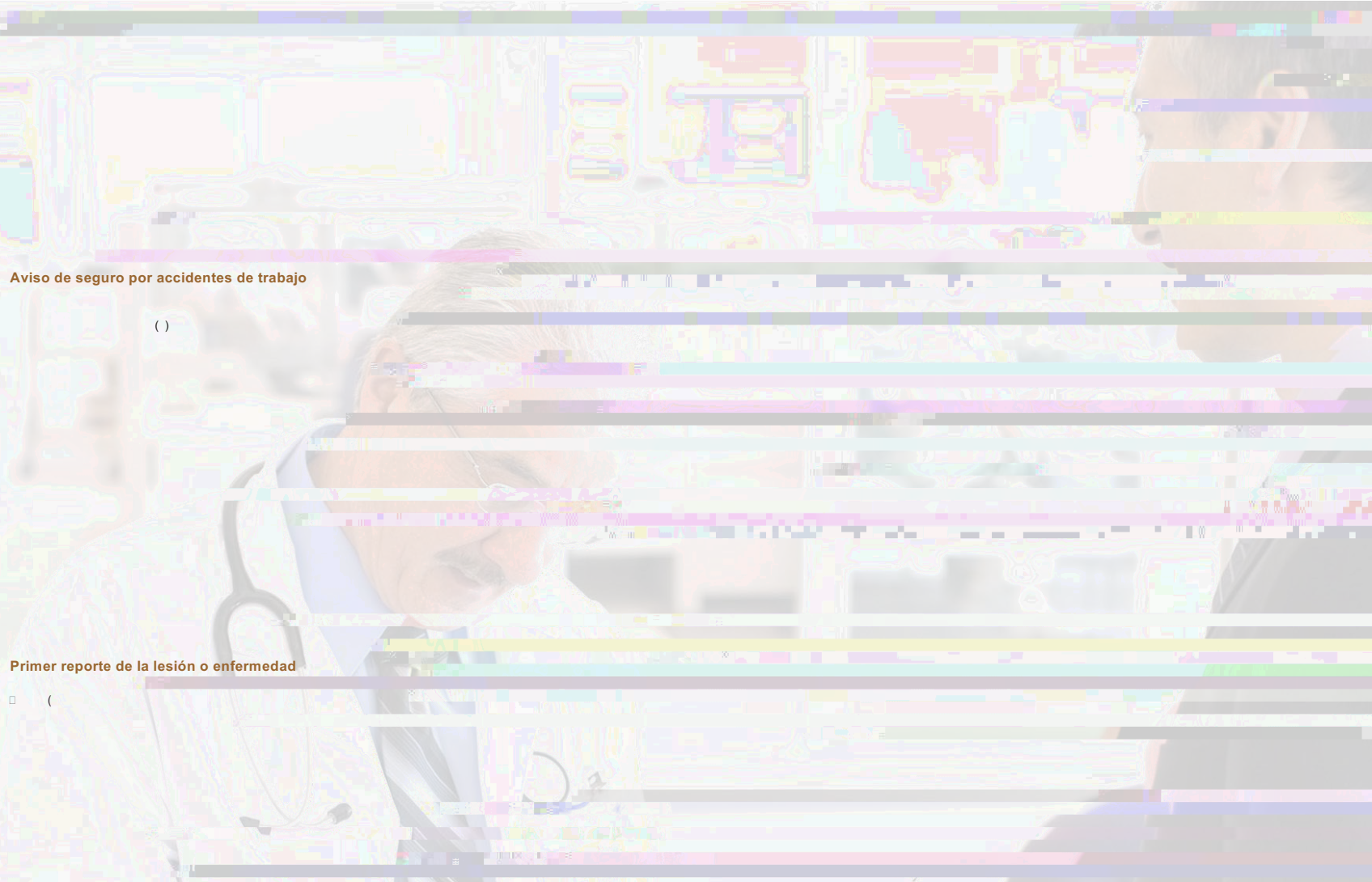
When do I get my first check?

You should receive the first check within three weeks after reporting your injury to FICURMA/CCMSI and have been off work by an authorized treating physician beyond the waiting period.





Certificado de elección para exenciones



Aviso de seguro por accidentes de trabajo

()

Primer reporte de la lesión o enfermedad

()

Resources

Office of People and Culture