

**IF YOU ARE A SCHOOL DISTRICT EMPLOYEE AND  
YOU ARE INJURED ON THE JOB  
AFTER NORMAL BUSINESS HOURS**

**IF THIS IS A LIFE & DEATH EMERGENCY, CALL 911 IMMEDIATELY!**

IF YOU ARE INJURED AFTER NORMAL BUSINESS HOURS AND YOU NEED MEDICAL ATTENTION, YOU ARE AUTHORIZED TO SEEK TREATMENT AT THE NEAREST HOSPITAL EMERGENCY ROOM OR URGENT CARE FACILITY.

IF POSSIBLE, PLEASE COMPLETE THE  
**“INJURED EMPLOYEE INITIAL REPORTING FORM”**  
AND TAKE THAT WITH YOU TO THE ER OR URGENT CARE FACILITY.

IF YOU DO NOT HAVE ACCESS TO THE PRINTED FORM, IT CAN BE ACCESSED BY THE HEALTH CARE PROVIDER AT THE WEB ADDRESS BELOW:

<http://www.osceola.k12.fl.us/depts/Benefits/WorkersCompensation.asp>

***DO NOT USE YOUR CIGNA ID CARD  
BECAUSE THIS WILL BE BILLED TO OUR W/C ADMINISTRATOR  
NOT CIGNA.***

IF FURTHER ASSISTANCE IS NEEDED PLEASE CALL:  
407-334-5647

PLEASE REPORT YOUR INJURY TO YOUR ADMINISTRATOR OR SITE SECRETARY AS SOON AS POSSIBLE.