

**Workers' Compensation Procedures for  
ESCAMBIA COUNTY  
EFFECTIVE JUNE 9, 2008**

**RISK MANAGEMENT WILL HANDLE ALL INJURY NOTIFICATION TO THE INSURANCE CARRIER.**

**DURING NORMAL BUSINESS HOURS (8:00-5:00)**

If you are injured on the job, follow these instructions:

- If it IS a life threatening emergency, dial 911
- If it IS NOT a life threatening emergency, report the injury to your Supervisor.
- Immediately email or fax the First Report of Injury to:

**Carrie Seals**  
**[Carrie Seals@co.escambia.fl.us](mailto:CarrieSeals@co.escambia.fl.us)**  
**850-595-4772 (fax)**  
**850-595-4770 (phone)**

For injuries sustained during normal business hours, seek care at

**Baptist Medical Park**  
**9400 University Parkway**  
**Pensacola, FL 32514**  
**Phone: 850-208-6400**  
**Monday–Friday 8:00 A.M– 6:00 P.M.**

**Sacred Heart Urgent Care**  
**6665 Pensacola Boulevard**  
**Pensacola, FL 32505**  
**Phone: 850-416-2000**  
**Monday–Sunday 8:00 A.M– 8:00 P.M.**

**AFTER HOURS ONLY**

**(A "County Authorization for Treatment wallet card" should be provided to injured employee)**

**APPROVED EMERGENCY PROVIDERS**

**Sacred Heart Hospital**  
**5151 N. 9<sup>th</sup> Avenue**  
**Pensacola, FL 32504**  
**Phone: 850-416-7000**

**Baptist Hospital**  
**1000 West Moreno St.**  
**Pensacola, FL 32501**  
**Phone: 850-434-4011**

**West Florida Hospital**  
**8383 North Davis Hwy**  
**Pensacola, FL 32514**  
**Phone: 850-494-4000**

**IMPORTANT**

If after-hours or emergency, the Supervisor and HR Representative is responsible for completing and submitting a First Report of Injury and supporting documents the next business day.

