



THE SCHOOL DISTRICT  
OF PALM BEACH COUNTY, FLORIDA

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## **Guidelines for Workers' Compensation Doctor's Appointments**

When an employee is required to attend doctors' appointments/therapy related to a workers' compensation injury, the employee should not schedule appointments during working hours. Our workers' compensation locations offer "after hours" appointments along with weekend hours. If the employee insists on scheduling appointments during work hours, record as "sick" or "annual" time.

The only exception to the above is if the doctor requires a diagnostic test which must be scheduled "As Soon As Possible" and/or the only appointment available is during work hours. The employee should schedule the appointment which will cause the least loss of time, i.e. late afternoon. In this case, Line Of Duty time can be used (see Guidelines for LOD). Please call Sr. Claims Technician at PX 4-8677 (434), Claims Technician PX 4-6804 (649) or Claims Specialist PX 4-7440 (434) if you have further questions.

## **Règleman sou randevou doktè pou travayè k ap resevwa konpansasyon**

Lè yon anplwaye dwe ale nan yon randevou doktè/terapi ki genyen rapò ak blesi oswa domaj li te pran nan travay, anplwaye a pa dwe pran randevou nan lè travay. Lokal konpansasyon pou travayè nou yo ofri sèvis "aprè lè travay" nan wikenn. Si anplwaye a ensiste pou l pran randevou a nan lè travay, make li kòm "lè maladi" ("sick") oswa "lè vakans anyèl" ("annual time").

Sèl eksepsyon ki ka genyen se si doktè a mande pou yo fè yon tès dyagnostik "pi vit posib" ak/oswa sèl lè ki genyen randevou disponib se nan lè travay. Anplwaye a dwe pran randevou a nan lè k ap lakoz yo pran mwens lè posib, tankou ta nan apremidi. Nan ka sa a, l ap kapab itilize tan benefis LOD (wè règleman LOD a). Tanpri rele teknisyen anchèf la nan reklamasyon nan PX 4-8677 (434), teknisyen nan reklamasyon PX 4-6804 (649) oswa espesyalis nan reklamasyon PX 4-7440 (434) si w genyen plis kesyon.

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**"HOME OF FLORIDA'S FIRST LEED GOLD CERTIFIED SCHOOL"**

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