



THE SCHOOL DISTRICT
OF PALM BEACH COUNTY, FLORIDA

Dianne L. Howard
DIRECTOR

RISK & BENEFITS MANAGEMENT
3370 FOREST HILL BOULEVARD, SUITE A103
WEST PALM BEACH, FL 33406-5870

(561) 434-8414 FAX (561) 434-8103
www.palmbeachschools.org

Workers' Compensation Guidelines for Doctor's Appointments

When an employee is required to attend doctors' appointments 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 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 or early morning. In this case, Line of Duty time can be used (see Guidelines for Line of Duty). The time reporting code for Line of Duty is WCL.

Questions? - Please call Claims Technician at PX 4-8677 or Claims Specialist PX 4-7440.

Updated 06/2011

PALM BEACH COUNTY SCHOOLS - RATED "A" BY THE FLORIDA DEPARTMENT OF EDUCATION – 2005 – 2009
"HOME OF FLORIDA'S FIRST LEED GOLD CERTIFIED SCHOOL"

WWW.PALMBEACH.K12.FL.US

The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer