



INFORMATIONAL MEMORANDUM

OIR-03-019M

ISSUED

October 16, 2003

Florida Department of Financial Services

Division of Workers Compensation

Tanner Holloman

Director

To: All Florida Workers' Compensation Insurance Carriers, Self-Insured Employers, and Third Party Administrators

**Re: Important Workers' Compensation Information for Florida's Workers
Important Workers' Compensation Information for Florida's Employers**

The purpose of this memorandum is to notify all carriers, self-insured employers and third party administrators of the promulgation of the new employee and employer brochures, which are to be used to meet the statutory mandate as outlined in s.440.185(4). The Important Workers' Compensation Information for Florida's Workers brochure, revised 10/2003 is required to be sent to the injured employee "within 3 days after the employer or employee informs the carrier of the injury." The carrier or its third party administrator must annually send the Important Workers' Compensation Information for Florida's Employers brochure, revised 10/2003 to the employer.

This memorandum supercedes the Division's Informational Memorandum issued December 2, 2002. The brochures may be duplicated and distributed, without alteration of any information. Copies of these brochures can be obtained from the Division's website at www.fldfs.com/wc, under the "Publications" link.

If the carrier, self-insured employer, or the third party administrator develops an informational brochure other than the division's brochures to meet the statutory mandate, they must be submitted to the Division for approval prior to distribution. Carriers should send their informational brochures for approval to:

Department of Financial Services
Division of Workers' Compensation
Bureau of Monitoring and Audit
Attn: Fred Becknell, Insurance Administrator
200 East Gaines Street
Tallahassee, Florida 32399-4224

Telephone number: (850) 413-1763

Email-BecknellF@dfs.state.fl.us

If you have any questions about the Division's brochures, please contact Randy Crowson at (850) 413-1767 or email CrowsonR@dfs.state.fl.us.