

# Florida College System Risk Management

## Procedures

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| Reporting W/C NOI's                    | Online                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Packet                                 | English                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| NOI Special Process                    | The designee at the college submitting the claim should receive copy NOI. Do not send copy to FCSRMC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| NOI Confirmations to Client            | Confirmation emailed to college designee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Indexing Procedures                    | All lost time claims and any questionable medical only claims                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Check Issue/Release Procedure          | Checks to be issued daily. Funding requests will be sent on Tuesdays.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Special Claims Handling                | <p>Copy FCSRMC on ALL excess reports - Tony Ganstine , Marsha Hackathorn &amp; Chauncey Fagler. Davies will handle all subrogation. Adjuster provide summary of hearing, mediations, depositions to FCSRMC within 48 hours. Maintain Florida office with staff available 8:00 am - 5:30 pm EST. Pay vendor bills and process, pay &amp; mail bills within 20 days of receipt. Approval needed from Tony on all denials. If denying pre-existing conditions, denial needs to be approved by Tony and College contact</p> <p>Claim Denials: All denial recommendations should be sent to Tony Ganstine and copied to the college contact. The specific college contact should be informed of all claim denials.</p> |
| Indemnity Specifications               | Adjuster will need to contact each College to determine any specific indemnity benefits i.e. SILOC. **Valencia College confirm if checks are going to the claimant directly or to the college.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Special Request Deposits               | Special funding requests should be sent by Pay Dept. for any large bills > \$100,000. Adjuster should provide FCSRMC with some advance notice of these upcoming requests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Reserving Guidelines Approval          | Advise FCSRMC of reserve increases > \$25K. Discuss any reserves with FCSRMC that are set > \$50K.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Settlement Authority Procedures        | Adjuster should make settlement recommendations to FCSRMC and FCSRMC provides final decision for all settlement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Pharmacy Program                       | ScriptAdvisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| See Attached List of Medical Providers | <p>Yes</p> <p>Each College will develop their own carve-out list with Medical Management Supervisor</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Network                                | Davies preferred provider list                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Preferred Hospitals

|           |                   |
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| Facility: | See carveout list |
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### Preferred Initial Treatment Center

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| Facility: | See carve out list |
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### Specialty Doctors

|           |                   |
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| Facility: | See carveout list |
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### Preferred Therapy Provider

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| Facility: | SPNet Clinical Solutions                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Phone:    | 888-654-0049                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Address:  | 12500 S. Apopka Vineland Road, Lake Buena Vista, FL 32836                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Contact:  | Kathy Beckett, P.T. <a href="mailto:beckettk@spnetclinicalsolutions.com">beckettk@spnetclinicalsolutions.com</a> / <a href="mailto:referrals@spnetclinicalsolutions.com">referrals@spnetclinicalsolutions.com</a>                                                                                                                                                                                                                                                                                  |
| Facility: | <b>Miami Dade College Special Handling- Providers as of 2026 approved:</b><br>Physical therapy-PhysNet is their preferred PT provider)<br>FNCM: Teddy Gonzalez Teddy Gonzalez < <a href="mailto:teddy@fieldcasemanagers.com">teddy@fieldcasemanagers.com</a> ><br>Transportation and Translation: Transcend Services-Jessica Bowen-<br><a href="mailto:jbowen@transcendservice.com">jbowen@transcendservice.com</a><br>Diagnostic: Streamline, would also use Total Network and Absolute Solution. |

### Preferred Vendors

|           |                                                                                                                                                                     |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Facility: | See carveout list                                                                                                                                                   |
| Facility: | FCM-Teddy Gonzalez(Miami Dade Colleges)                                                                                                                             |
| Phone:    | 786-286-1801 (p) fax: 888-637-3889                                                                                                                                  |
| Address:  | <a href="#">P.O. Box 562583, Miami, FL 33256</a>                                                                                                                    |
| Contact:  | <a href="mailto:teddy@fieldcasemanagers.com">teddy@fieldcasemanagers.com</a>   <a href="mailto:referrals@fieldcasemanagers.com">referrals@fieldcasemanagers.com</a> |

### Referral Process

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| Referral Process | Tony Ganstine will provide list of approved defense attorneys. |
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## Mediation Procedures

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| Mediation Procedures            | Adjuster will attend hearings, depositions, mediations and other proceedings when appropriate or desirable. Otherwise, adjuster will attend by telephone.                                     |
| Settlement Authority Procedures | Adjuster has no desk authority without first discussing with FCSRMC and College. However, some flexibility with settlements < \$25K. FCSRMC authority required all settlements above \$25,000 |
| Payment of Legal Bills          | Legal bill review as 10/1/23. Confirmed with Tony 7/14/2026 all defense bills should be going through Legal Bill Review                                                                       |
| Special Disability Trust Fund   | Must have SDF approval for any settlement on D/A prior to 1998. Notify Amanda Radcliffe on settlements of pre-1998 D/A claims.                                                                |
| Handled by JE?                  | Yes                                                                                                                                                                                           |