Supervisors' Guide to the Workers' Compensation Process

This guide will assist you as you help an injured employee through the initial steps of the Workers' Compensation process.

Assess the severity of the injury.

- If the employee needs emergency medical care, send or take the employee to the nearest hospital emergency room. If necessary, an ambulance for emergency transport is a covered expense under the Workers' Compensation program. If the employee needs urgent care, please send or take the employee to an urgent care center or other appropriate medical provider. The first appointment for medical care for the injury may be with any doctor or provider.

Document the injury.

- Print the Workers Compensation Injury form. The form may be found at the link below or on the Human Resources website. Click on Benefits and Retirement (on the left side of the page) and then on Workers Compensation.

http://www.gpc.edu/humanresources/content/workers-compensation

- Complete the Workers Compensation Injury form to fully document the incident.

- If the employee required medical care as a result of the injury call 1-877-656-7475 within 24 hours to report the injury to our workers compensation insurance carrier. This is necessary in order for medical bills and lost wages to be paid.

- If no medical care is needed now, but may be at a later date, keep the completed form in your departmental files and send a copy to Rene Downing in Human Resources on the Decatur Campus. If you have a copy of an incident report completed by Public Safety, please, attach that to the form.

Make arrangements for non-emergency, non-urgent medical care.

- The first appointment for medical care for the injury may be with any doctor or provider. ALL follow up care must be provided by an approved workers compensation provider. After the supervisor has reported the injury to the number above, the employee must call 1-800-900-1582 to arrange for doctor's appointments, prescriptions, surgery, and all other needed medical care.
Make arrangements for the use of leave.

- Print and ask the employee to complete the Workers Compensation Leave/Payment Election form and submit it to Human Resources. The form may be found at the link below or on the Human resources website. Click on Benefits and Retirement (on the left side of the page) and then on Workers Compensation.

  [http://www.gpc.edu/humanresources/content/workers-compensation](http://www.gpc.edu/humanresources/content/workers-compensation)

Get answers to any questions.

- For questions about the GPC claims process or about use of sick leave contact Patrice Masterson at [Patrice.masterson@gpc.edu](mailto:Patrice.masterson@gpc.edu) or 678-891-2783 or Rene Downing at [Rene.downing@gpc.edu](mailto:Rene.downing@gpc.edu) or 678-891-2537.

- For questions about payment of bills, reimbursements, lost wage benefits, or other financial matters related to workers' compensation, the employee or any physician, hospital, pharmacy, or other medical provider should contact the workers' compensation insurance carrier at:

  Department of Administrative Services/Risk Management Services  
  200 Piedmont Ave SE  
  Suite 1208 West Tower  
  Atlanta, GA 30334  
  (Phone 404-656-6245 or 404-656-9484)

  September 24, 2013