

HR Tips: NEW Workers' Compensation Forms & Procedures

Did you know that UGA has made changes to its Workers' Compensation claim forms and procedures?

- **Page one**, the Employer's First Report of Injury form, has been updated. Supervisors should only complete **Section A**.
- **Page two**, the UGA Incident/Accident Report, has also been updated in order to capture additional information pertinent to a WC incident.
- Supervisors should call the reporting center **ONLY** if the injured employee requires medical treatment as a result of the injury, but the forms should always be completed when an employee has an accident on the job.

Any blank WC forms you might have in your files should be thrown away and the new forms should be used. The link to the Libraries' WC claim procedures and forms can be found on the [Staff Resources](#) home page under the Quicklinks' title *Policies, Procedures & Help: Accident Reporting Procedures*, or on the [Safety](#) webpage under *Accident Reporting Procedures*

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HR Tips is brought to you by the Libraries' Human Resources department and will be issued periodically. Suggestions for tips are welcome. Submit your tips, or any questions you might have, to libjobs@uga.edu. To view past HR Tips go to <http://www.libs.uga.edu/humres/hrtips/index.html>.

Issued 02/07/11.