Supervisors' Guide to the Workers' Compensation Process

**FIRST**
As soon as you learn an employee has been injured on the job:

- If the employee needs emergency medical care, send the employee to the nearest hospital emergency room. If required, an ambulance for emergency transport is a covered expense under the Workers’ Compensation program.

**NEW** Supervisor must complete the injury report: [https://busfin1.busfin.uga.edu/hr/injury_report_login.cfm](https://busfin1.busfin.uga.edu/hr/injury_report_login.cfm)

- Download the First Report of Injury package of forms (three pages) and use as follows:
  - **Page 1** Report of Injury or Occupational Disease: Please complete and mail to Jan Hudson in the Libraries HR Department.
  - **ONLY** if the employee required medical care, the supervisor should call 1-877-656-7475 to report the injury (if emergency care is needed, arrange for that care FIRST).
  - If the employee needs medical care and after the supervisor has reported the injury to the number above, the employee may call 1-800-900-1582 to arrange for doctor’s appointments, prescriptions, surgery, and all other needed medical care. (if emergency care is needed, arrange for that care FIRST).

**NEXT**
After the injury has been submitted online and documented by the supervisor by completing page 1 of the form packet, and reported to the number above (ONLY if medical care is required), by the end of the second business day after the injury:

Go back to the First Report of Injury packet of 3 forms and finish completing them:

- Pages 2 & 3: Complete Workers’ Compensation Payment Election form and Authorization and Consent to Release Information form and mail them to Jan Hudson in the Libraries HR Department. *(If the employee is not available to complete and sign the Payment Election form and the Release Information form at the time of the injury, these forms should be signed and forwarded as soon as the employee is available to complete and sign them.)*

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)