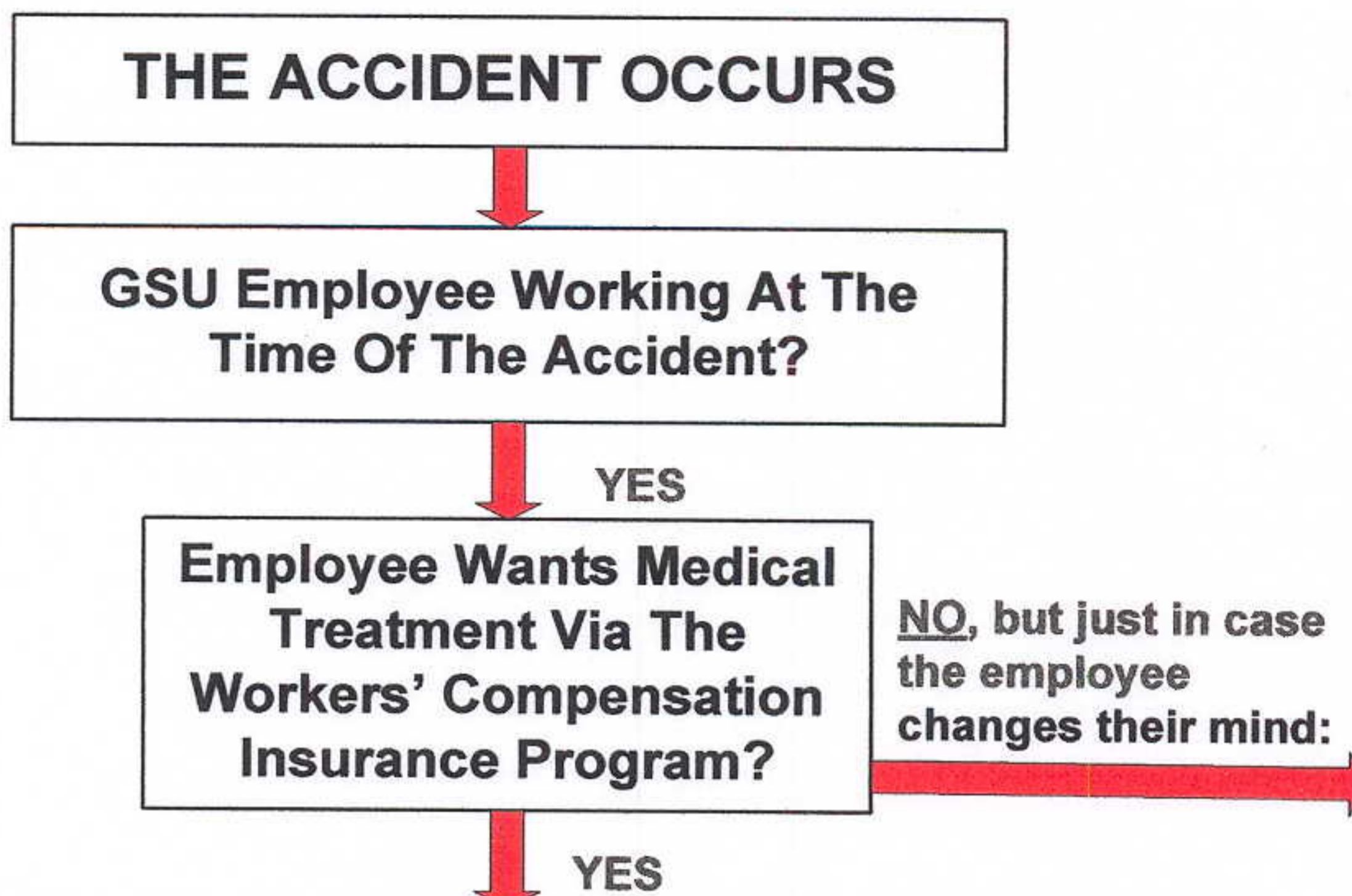


GEORGIA STATE UNIVERSITY INJURED EMPLOYEE ACCIDENT REPORTING PROCESS FLOW CHART

NOTE: FOR ANY LIFE THREATENING EMERGENCY() - SEEK TREATMENT IMMEDIATELY, THEN FOLLOW THE PROCESS' BELOW.**



SUPERVISOR'S RESPONSIBILITIES:

1. Supervisor Obtains:

- A. Fully Filled out First Report of Injury Form
- B. Employee Leave Election Form
- C. Employee Acceptance/ Declination of WC Benefits Form
- D. Witness Form – Filled Out Either By Witness or Employee

Note #1: All paperwork should be completed quickly after an accident occurs and before the employee leaves campus for the day, so that the accident is timely reported and the employee has the option of obtaining medical care for their injury, without having to return back to campus.

Note #2: To obtain blank forms refer to "Contact Information" below.

- 2. The supervisor faxes, or scans (and then E-mails), all 4 (A, B, C and D) of the above fully completed documents to the "CONTACT INFORMATION" numbers listed below, within two (2) hours of an employee's reported injury.

Note #3: A claim cannot be filed, by the Department of Safety and Risk Management, until all information and all the required forms are provided.

- 3. The Supervisor then sends (or hand delivers) the ORIGINAL fully filled out, signed and dated Forms (A,B,C & D, listed above) to the contact information listed below.

Note #4: All forms sent through campus mail should be marked **"CONFIDENTIAL"**

3. The Supervisor gives the Employee, BEFORE they leave campus:

- A. The myMatrixx Prescription Form, so that injured employee can initially fill prescriptions without paying for them.
- B. The telephone number of the Department of Safety and Risk Management, listed below, so the employee can obtain a claim number.

INJURED EMPLOYEE RESPONSIBILITIES:

- 1. The injured employee must call the AMERISYS medical referral system number given when their claim number is issued. A claim number may be obtained by the injured employee, by calling the number listed below under "CONTACT INFORMATION".

Note #5: A claim cannot be filed, by the Department of Safety and Risk Management, during regular business hours, until all information and all the required forms are provided.

- 2. Employee must continue to see a doctor until they are fully released from medial care.

- 3. Employee obtains (employee is to ask for one if it is not offered) a Status Slip from the treating physician each time they see a doctor. The employee is to give their supervisor a copy and fax a copy to the number listed in the CONTACT INFORMATION, until they are fully released.

SUPERVISOR RESPONSIBILITIES :

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- 4. The Supervisor is to advise the injured employee that they have 30 days from the date of their accident to have a claim filed for their injury, in the event they change their mind about medical care.

(**) LIFE THREATENING* EMERGENCIES

Could possibly include: probable damage to major blood vessels or nerves, profuse bleeding that cannot be stopped, amputated body part, broken bone, cut to bone, eye injury, head trauma and/or automobile accident.

CONTACT INFORMATION:

For Assistance, Information and Forms : <http://www.gsu.edu/auxiliary/36853.html>

Or Contact:
Workers' Compensation Administrator
Dept. of Safety and Risk Management
P.O. Box 3961
75 Piedmont Ave., Suite 506
Georgia State University
Atlanta, GA 30302-3961
Phone: (404) 413-9548
Fax: (404) 413-9550
SAFBHP@langate.gsu.edu