

INJURED WHILE WORKING?

Students:

All employees (including student workers) are covered by Workers' Compensation. If you are injured or become ill as a result of your job duties, follow the steps:

1.

Let your supervisor or departmental Human Resources representative know **IMMEDIATELY** after the injury/illness occurs.

2.

Seek medical treatment as needed and according to severity of the injury. Immediate (non-emergency) Medical Treatment can be obtained from the following providers:

Caduceus Midtown
555-557 Peachtree St NE | Atlanta, GA
404-607-7677
Open 24 hours per day/7 days per week

Concentra Midtown
688 Spring St NW | Atlanta, GA
404-881-1155
Open M-F 7:30 a.m.-7 p.m. | Sat 10 a.m.-4 p.m.
(Closed Dec. 25 & Jan. 1)

Grady Memorial Hospital Burn Center
80 Jesse Hill Jr. Drive SE | Atlanta, GA
3rd Floor
404-616-1000
For chemical burns or exposures



3.

If you need medical attention, either your supervisor or HR rep must report the claim to our Workers' Compensation carrier, Georgia Department of Administrative Services (DOAS) within 24 hours. Supervisors should phone 877-656-7475 to report an injury/illness. An employee may not call in their own injury.



4.

If no medical treatment is necessary, simply work with your supervisor to document your injury. Injuries that do not require medical treatment do not need to be reported to DOAS.

5.

Additionally, the following completed forms must be submitted to GTHR Benefits:

Injury and Illness Report Form

(Completed by the employee's supervisor and the employee)

Workers' Comp - Leave Election Form

(Completed by injured student)

6.

Completed forms should be delivered to the GTHR Benefits Extended Absence Team. There are two ways to get the forms to us:

- Upload your documents to our confidential Dropbox by clicking [HERE](#)
- Fax your documents to our confidential fax at 404-894-5549

7.

After your injury/illness has been reported to DOAS, you will receive a Workers' Compensation claim number. If continued treatment is needed or if medical treatment was not obtained at one of the non-emergency providers listed in section 2, you may call the Workers' Compensation Managed Care organization AMERISYS at 800-900-1582, and select option 2 to arrange in-network medical care.



If you have questions about this process and would like to speak with a GTHR Benefits Specialist, [CLICK HERE](#) to schedule a telephone or virtual appointment.