

Georgia Institute of Technology

ON-THE-JOB INJURY PROCEDURES

When an employee suffers a work related injury/illness, follow the steps below as needed.

- **EMERGENCY:**
 - Respond immediately to determine the type of care needed (i.e. ambulance, emergency room)
 - For serious injuries call ext. 4-2500 and ask the GT Police Department to call an ambulance

NOTE: The employee's supervisor may take the injured worker to the emergency room
- **If the injury does not require medical treatment:**
 - Provide first aid care
 - Report as an Incident only by completing the Incident Only form*
 - File in the departmental employee file

In situations where you are unsure, have them seek treatment from a doctor by calling **AmeriSys Managed Care at 678-781-2848 or 800-900-1582** and follow the procedures below
- **If the injury requires medical treatment:**
 - Provide a copy of the Bill of Rights and call **AmeriSys Managed Care at 678-781-2848 or 800-900-1582***
 - The supervisor or HR Rep should call in the claim at 1-877-656-7475 to complete the First Report of Injury. **Injuries should be called in with in 24 hours of notification**
 - If possible, have employee return to give you a status report on their condition
- **If the injury requires lost time from work:**
 - Have employee complete a Leave Election Form* if the injury requires more than 7 calendar days of lost time from work (not including the date of injury)
 - Report lost time as sick leave, vacation or leave without pay
 - Follow-up doctors visits are to be charged to sick leave
- **When GT paid leave expires (sick or vacation):**
 - HR Rep must complete a PSF to put the employee on medical leave without pay and submit to Payroll-0435.
 - Failure to complete the PSF may cause an interruption in GT employee benefits
 - The supervisor or HR Rep will need to complete a Wage Statement*
 - Fax both the Leave Election form and Wage Statement to DOAS at 404-657-1188
- **When employee returns to work:**
 - Notify the Department of Administrative Services (DOAS) by calling 404-657-4438
 - Complete a PSF to return employee from leave and submit to Payroll-0435

NOTE:

- Employees receiving bills at home should give the healthcare facility the WC # and contact information for DOAS. If this fails, medical bills can be sent to the Workers' Compensation Counselor in the Benefits office at mail-code 0435
- Employees may be compensated for mileage and parking expenses to and from the doctor by completing the Mileage & Parking Reimbursement* form and faxing or mailing it to DOAS.

*Indicates that this form can be obtained from the OHR –Benefits webpage @ www.ohr.gatech.edu

Georgia Institute of Technology ON-THE-JOB INJURY CHECKLIST

Employee Information	Name:		PeopleSoft ID#	
	Department		Date of Injury	
		WC #		
First Aid	<input type="checkbox"/> Given first aid care <input type="checkbox"/> Completed Incident Only Form <input type="checkbox"/> Filed form in departmental file			Additional Comments:
Medical Treatment	<input type="checkbox"/> Given a copy of the Bill of Rights and called AmeriSys Managed Care at 678-781-2848 or 800-900-1582 to obtain treatment <input type="checkbox"/> Called in claim at 1-877-656-7475 <input type="checkbox"/> Received status report on employees condition			Additional Comments:
Lost time from work	<input type="checkbox"/> Received completed Leave Election Form <input type="checkbox"/> Reported lost time as sick leave, vacation or leave without pay <input type="checkbox"/> The supervisor should call employee to show empathy			Additional Comments:
GT Paid Leave Expires	<input type="checkbox"/> Completed and submitted PSF to Payroll to begin medical leave of absence <input type="checkbox"/> Completed Wage Statement <input type="checkbox"/> Faxed Leave Election Form and Wage Statement to DOAS at 404-657-1188			Additional Comments:
Returned to work	<input type="checkbox"/> Called DOAS at 404-657-4438 <input type="checkbox"/> Completed and submitted PSF to Payroll to end medical leave of absence			Additional Comments:

Completed By: _____

Date: _____

-File in departmental employee file-