

ON-THE-JOB INJURY PROCEDURES

For all employees receiving wages from GSU

****FOR A LIFE-THREATENING EMERGENCY, SEEK IMMEDIATE MEDICAL TREATMENT****

For assistance during a life-threatening emergency, please dial 404-413-3333 (on campus) or 911 (off campus).

1. IMMEDIATELY report injury to Supervisor or Human Resources Action Coordinator (HRAC) Representative who must report all on-the-job injuries to the Department of Safety & Risk Management (SRM) within 24 hours. *An employee may not call in their own injury.*
 2. Seek medical treatment as needed according to severity of the injury:
 - a. **EMERGENCY:** Dial 404-413-3333 (on campus) or 911 (off campus)
 - b. **Immediate Medical Treatment** can be obtained from the following locations:
 - Concentra Midtown (688 Spring St NW, Atlanta, GA, 404-881-1155) is open M-F 7:30am-7pm
 - After-hours care should be sought in the nearest hospital's emergency department
 - c. **Non-Urgent Medical Care** can be obtained following steps 3-7 below.
 - d. **First Aid Only Injuries:** Apply necessary first aid and report injuries to Safety & Risk Management as "record only"
 3. Supervisor or HRAC Representative must obtain the following:
 - First Report of Injury Form (Modified WC-1 to be completed by Supervisor/HRAC representative)
 - Employee Leave Election Forms (completed by injured employee)
 - Acceptance / Denial of Workers Compensation Form (completed by injured employee)
 - Employee Accident Statement Form (completed by injured employee)
 - Witness Accident Statement form (if a witness is available)
- Forms available at <https://risk.gsu.edu/workers-compensation/>
4. Submit fully completed forms to the Department of Safety & Risk Management:

Mary Anderson
Occupational Health & Safety Officer
Email: oanderson@gsu.edu
Phone: 404.413.9547
Fax: 404.413.9550
 5. The Department of Safety & Risk Management will contact the injured employee, the employee's supervisor, and HR to provide them with the Workers' Compensation claim number.
 6. Upon receipt of the Workers' Compensation claim number, employee must call the workers' compensation managed care organization (AMERISYS, 800-900-1582, option 2) to arrange in-network medical care.
 7. Employee is required to submit a work status slip from the treating physician to the Supervisor and the Department of Safety & Risk Management following each medical visit.