



Workers' Compensation

REPORTING INSTRUCTIONS

Call toll free - 24 hours a day/7 days a week
1-877-656-RISK (7475)

- **Emergency Care – Call 911 or go to the nearest emergency care facility.**
- When an injury occurs, immediately inform your supervisor. Employees **cannot** call in their own claims.
- **Personnel Representative/Supervisor** should call in to report the injury **if** medical help is needed within 24 hours of an accident. Reporting should be delayed only long enough for the supervisor to take the employee to the doctor. *Give to employee the Letter to Treating Physician to show that treatment should be billed to DOAS.*

Personnel Representative/Supervisor call 1-877-656-7475.

THEN CALL THE STATE PERSONNEL OFFICE AT 678 569-6023 OR 5507

- **Employee must** call the AmeriSys Case Manager, who will assist you with: selecting a physician, scheduling an initial appointment and obtaining follow-up care.

Employee call 678-781-2848 or 1-800-900-1582

Only injuries requiring medical care or lost time from work should be reported to The Network.

Injuries requiring only first aid or requiring no medical care should be recorded within the agency as an incident only. ("Incident Only" forms can be obtained from the Personnel Representative and State Personnel Office.)

As soon as possible after the accident, call the toll-free number above with the following information:

Georgia Department of Defense agency location number is

1100

- Name and address of injured employee
- Birthdate and sex of injured employee
- Social Security Number of injured employee
- Name of County where injury occurred
- Date and time of accident
- Description of accident (How, Where, Why)
- Type of injury (cut, scrape, burn, etc.)
- Exact part of body injured
- Hourly/weekly/monthly wage
- Name and address of physician/hospital taken
- Has injured employee returned to work?