



OFFICE OF HUMAN RESOURCES

Telephone: 404-756-4047

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University System of Georgia

PROCEDURES FOR WORKERS' COMPENSATION INJURY

In the event of a serious or life threatening emergency, call 911 for immediate assistance. For all other work related injuries, employees must report the injury to their supervisor and the Office of Human Resources. If the injury occurs after normal working hours, the injured employee should report the injury to the Office of Public Safety by dialing (404)756-4470 or (404) 756-4040. For further clarification on workers' compensation procedures, contact the Office of Human Resources.

Workers Compensation covers all employees. Listed below are the procedures that should be taken when an employee is injured on the job:

- 1) Injured employee should immediately notify his/her supervisor of the injury and let the supervisor know that he/she is going to seek medical treatment.
- 2) The injured employee must contact AMERISYS, INC for treatment if the injury is non-life threatening. If the employee uses a medical care facility that is not listed under AMERISYS, INC he/she could be responsible for all costs incurred.

No appointment is necessary at any of the facilities used under AMERISYS, INC.

If the injury is life or limb threatening or occurs after normal business hours, go to the nearest hospital's emergency room.

Be sure to tell them that the injury is covered under workers compensation and have them call:

**AMERISYS, INC
200 Piedmont Avenue, S.E.
Suite 1208 West
Atlanta, GA 30303
(678) 781-2848 or (800) 900-1582**

DO NOT USE YOUR PERSONAL INSURANCE OR PAY CASH

Have all bills sent to Regina Ray Simmons @ Atlanta Metropolitan State College, Office of Human Resources, 1630 Metropolitan Pkwy, Atlanta, GA 30310.

Notify the office of human resources as soon as possible. If the injured employee is given any prescriptions to be filled, he/she can go to any of the chain drugstores, such as CVS or Walgreens. **DO NOT PAY FOR THESE PRESCRIPTIONS. TELL THEM THAT THE PRESCRIPTION IS COVERED UNDER WORKERS COMPENSATION.**

- 1) An Employer's First Report of injury should be taken by our office, as soon as possible. Even if an employee is injured on the job and the injury required no medical care, a First Report of Injury must be completed and kept on file.
- 2) The Employees Workers Compensation Rights and Rules governing Workers Compensation can be found posted on all bulletin boards around the campus.
- 3) For more concerning Workers Compensation, you should call the Office of Human Resources at 404-756-4047.

I hereby acknowledge receipt of the Workers Compensation information and will abide by its regulations.

Print Name _____ Title _____

Signature _____ Date _____