**FOR ANY LIFE THREATENING EMERGENCY SEEK MEDICAL TREATMENT IMMEDIATELY**

1. IMMEDIATELY Report injury to supervisor or the other responsible employee. *An employee may not call in their own injury.*

2. Seek medical attention if necessary.

3. **SUPERVISOR OR OTHER RESPONSIBLE EMPLOYEE MUST OBTAIN:**
   a. First Report Of Injury Form
   b. Employee Leave Election Form
   c. Accident Witness Statement form
   d. Acceptance / Denial of Workers Compensation Form

These forms are available online at [http://tiny.cc/safetyandrisk](http://tiny.cc/safetyandrisk)

4. The supervisor will complete forms with the assistance of the employee and/or the Department HRAC representative.

5. Submit fully completed forms to the Department of Safety and Risk Management.

   Kit Ramdeen  
   Email: jramdeen1@gsu.edu  
   Phone: 404-413-9545  
   Fax: 404-413-9550

   Maria Shurant  
   Email: mshurant@gsu.edu  
   Phone: 404-413-9549  
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6. The Safety and Risk Management Department will contact the employee and the employee’s supervisor and provide them with the Workers Compensation Claim Number, and the contact number for AMERISYS MANAGED CARE ORGANIZATION medical referral system.

7. Upon receipt of the Workers Compensation Claim Number, the employee must call AMERISYS, 1-800-900-1582 and select Option 2, to arrange medical care.

8. Employee sees the doctor until they are fully released from care.

9. The employee immediately informs the Department of Safety and Risk Management and the employee’s supervisor if there is any lost work time due to the injury.

10. After each doctor visit, the employee obtains a Status Slip from the treating physician and submit copies to both the Department of Safety and Risk Management and the employee’s supervisor.

**For additional information, contact:**

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Workers’ Compensation Administrator  
Dept. of Safety and Risk Management  
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Atlanta, GA 30302-3961  
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**Life threatening emergencies could possibly include probable damage to major blood vessels or nerves, profuse bleeding that cannot be stopped, amputated body part, broken bone, cut to bone, eye injury, head trauma and/or automobile accident.**