



SOUTHERN POLYTECHNIC STATE UNIVERSITY PROCEDURES FOR WORKERS COMPENSATION INJURY

Workers Compensation covers all employees, including student assistants.

Listed below are the steps that need to be taken if an employee or student assistant is injured on the job:

1. Injured employee should immediately notify his/hers supervisor of the injury and let the supervisor know that the employee is going to seek medical treatment.
2. The injured employee/student assistant must call AmeriSys at (678) 781-2848 or (800) 900-1582 to talk to a case manager who will assist you in selecting a physician, scheduling an appointment, and obtaining follow-up care.
3. **Supervisor's Must Complete and Submit The Employer's First Report of Injury to Quint Hill in Human Resources within 24-48 hours or the incident.** Even if the employee/student assistant's injury does not require medical care, a first report of injury is still required. The first report of injury form can be found on the SPSU website at: <http://www.spsu.edu/hr/workerscomp.pdf> Copies of the form are also available in the HR office.
4. **If the injury is a life or limb threatening or occurs after business hours, go to the nearest hospital's emergency room. The nearest hospital to SPSU is:**

**Kennestone Hospital Emergency Room
677 Church Street
Marietta, Georgia 30060**

Be sure to tell them that the injury is covered under workers compensation. Do not use your personal insurance or pay in cash.

**HAVE ALL BILLS SENT TO:
Southern Polytechnic State University
HR Department || Attn: Quint Hill
1100 South Marietta Parkway
Marietta, GA 30060**

If the injury requires further treatment, the employee or a designated representative must notify AmeriSys Managed Care of your injury by calling (678) 781-2848 or (800) 900-1582.

5. Any paperwork or bills received by the injured employee should be sent to Quint Hill, in the office of Human Resources, for processing.
6. The Employees Workers Compensation Rights and the rules governing Workers Compensation are posted in the Human Resources office.
7. If you have any questions concerning the handling of Workers Compensation injuries, please call Quint Hill at 7331 or send an email to qhill@spsu.edu.