TROUP COUNTY BOARD OF EDUCATION

PROCEDURES FOR REPORTING EMPLOYEE ACCIDENTS

1. Make sure **BOTH** of the pink panels are posted in conspicuous places throughout your building.

   PANEL 1: **OFFICIAL NOTICE**
   PANEL 2: **STATE BOARD OF WORKERS' COMPENSATION BILL OF RIGHTS FOR THE INJURED WORKER**

2. When an employee is injured, regardless of the severity of the injury, telephone ASC as soon as possible. Please have as much information as possible concerning the accident on hand when contacting ASC.

3. Within 48 hours after the accident, a "Supervisor's Incident Report" must be submitted to ASC. If at all possible, a copy of this report needs to be sent to ASC the same day as the accident so that the attending physician can be given this information.

4. When the accident requires medical treatment, the employee **MUST** see one of the doctors on the approved panel of physicians. The employee must not go to the emergency room during the day when the doctors' offices are open. The only exceptions to this rule are: (1) if the employee is seriously injured and requires transportation by ambulance, or (2) if the accident occurs after the doctors' offices are closed.

5. The Board Policy states: "Should a Workers' Compensation injury require medical treatment, a drug test will be administered as a routine part of the examination." This policy is followed for all incidents that require medical treatment, even if the treatment is not required immediately following the incident.

6. If you or your employee receives invoices, please do not hold the invoices and assume we have also received them at ASC. If you got them, it is almost certain that we did not. Please forward them to ASC as soon as possible.

7. Please keep ASC informed of the work status of injured employees. We have no way of knowing if an employee has returned to work following an accident unless we are contacted by either the facility or the employee.

CONTACT: ANNETTE DUFFEE
ADMINISTRATIVE SERVICE CENTER
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