

INSTRUCTIONS FOR COMPLETION OF INCIDENT REPORT

The injured employee along with their supervisor must complete the information pertaining to this incident on the **Incident Report** at the time of injury. All applicable spaces must be completed including the client/patient **Chart Number (not name)** if a client/patient was responsible for the injury. **ONLY** if the employee elects to receive medical treatment for the injury is the claim called in to **Workers' Comp at 1 (877) 656-7475**. **DO NOT CALL THE INCIDENT IN IF THE EMPLOYEE DOES NOT REQUIRE OR ASK FOR MEDICAL TREATMENT.** If emergency medical treatment or medical treatment after hours is needed, the employee may seek treatment from a hospital emergency room, however, the employee or supervisor must call **1-877-656-7475** to report the incident and receive a workers' comp number. Once the employee has completed the Incident Report, the form is to be reviewed and signed by the employee's supervisor. **A copy of the Incident Report is to be e-mailed, hand delivered or faxed to Pat Altman in the Human Resources Office in Building 1. Email address is, plaltman@dhr.state.ga.gov and fax is 706-568-5331, within twenty-four (24) hours of the date of the injury or by the close of business the next work day if the injury occurs on a weekend or after hours.**

Failure by the employee and/or supervisor to properly complete and process this form within the required time periods may delay or jeopardize the payment of medical bills and/or benefits to which the employee may be entitled. All questions regarding this form should be directed to Pat Altman in the Human Resources Office located in the Administrative Building or by calling **(706) 565-4023**.

CALL 1 (877) 656-7475

LOCATION NUMBER OF FACILITY- 2732

WEST CENTRAL GA. REGIONAL HOSPITAL/OTP

The employee must report to Pat Altman in Human Resources prior to returning to work after any medical treatment for a work related injury.