

Georgia Institute of Technology
FIRST REPORT OF INJURY
Reporting Instructions

Call toll-free, 24 hours a day/ 7 days a week

1-877-656-RISK (7475)

On-the-job injuries should be reported by the supervisor or the person
designated by the department

Employees should not call in their own claims

Claims should be reported immediately following an accident. Call the toll-free number above with the following information:

- Georgia Tech location code **7202**
- Name, Address, Social Security Number, Age and Sex of Injured Employee
- Name of Employing Agency, Address and Telephone #
- Date, Time and Description of Accident (How, Where, Why)
- Part of Body Injured and Type of Injury (cut, scrape, burn, etc.)
- Hourly/Weekly /Monthly Wage
- Name and Address of Physician/Hospital
- Has Injured Employee Returned to Work?

Injuries should be reported to the Telephonic Claims Reporting Center as soon as possible but at least within 24 hours of an accident. Reporting should only be delayed long enough for the supervisor to take the employee to the doctor.

Once a claim has been reported any correction to the above information should be made by calling your dedicated DOAS Workers' Compensation Specialist. A copy of the completed first report of injury will be faxed to the Georgia Tech Benefits Office and your DOAS Workers' Compensation Specialist within 24 hours of the report.

Only injuries requiring medical care or lost time from work should be reported to the Telephonic Claims Reporting Center. **Injuries requiring only first aid or requiring no medical care should be recorded within the department as an incident only. Incident only forms can be obtained from the OHR webpage at www.ohr.gatech.edu or by calling the number above.**

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Revised 7/05