

WORKERS' COMPENSATION CLAIMS REPORTING

Serviced by: Georgia Administrative Services, Inc.

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Phone (770) 963-7732 or (800) 421-0710

REPORTING A CLAIM

- **Complete form WC-1 – Employer’s First Report of Injury or Occupational Disease and email to freport@georgia-admin.com.** This should be done immediately upon knowledge of the injury. ALL claims should be reported, no matter how minor. If the claimant does not receive treatment, please mark the top of the First Report of Injury form “FOR REPORTING PURPOSES ONLY”. The claim will be processed for record only. *Please use the form WC-1 updated 7/2021 at the bottom.*
- **Complete form WC-6 – Wage Statement** and email to freport@georgia-admin.com. We must have 13 weeks gross income PRIOR to the date of accident.
- **Complete the Supervisor’s Report** and email to freport@georgia-admin.com. Please include as much detail as possible.
- **Forward any medical records, bills or personal information that may affect the injury.**
- **Contact the adjuster immediately if you question the claim.** We have 21 days from the date you are aware of the injury to accept or deny the claim.

MEDICAL CARE

- **Offer the Panel of Physicians (blue form WC-P1) to the injured worker and have her/him select a physician for treatment.** If the nature of the injury is serious and requires immediate care, the employee may seek treatment at the emergency room or walk-in clinic as long as they follow up with a panel physician.
- **If the employee is not satisfied with their treating physician they must contact the adjuster in order to change physicians.**
- **Medication can be filled at any pharmacy as long as the adjuster is called for authorization.**
- **The adjuster must approve all medical treatment such as tests, physical therapy, medications, referrals, etc.**

PANEL

You are responsible for contacting the posted physicians on a quarterly basis to ensure the panel remains valid. Please verify the providers continue to accept workers’ compensation patients, are in the same practice and the correct addresses and phone numbers are posted on the panel.

If you would like to replace or add a physician to your panel, please email a copy of the currently posted panel to Karen Sprouse at ksprouse@georgia-admin.com with your request.

When you replace your panel, always keep the old panel in a file with the date you took it down for reference on prior claims.