



How to Report a Work Injury and File a Worker's Compensation Claim at Clayton County Public Schools

The Claim forms are found on the CCPS Intranet at:

Departments >> Equity and Compliance >> Risk Management >> WC Claim Forms

Print the forms as you need them; do not save them since they may be updated at any time.

If you have questions, please call Harris's Office: (770) 473-2738 or Stephanie Cosby's Office: (770) 473-2752

Step 1

The Employee Must IMMEDIATELY Report the Incident or Injury to their Supervisor or Bookkeeper

Call an EMT if there is an Emergency and Seek Immediate Care When an Employee Needs or Requests It. Once the medical emergency has passed, they should be asked if they want to file a WC Claim.

Step 2

Ask The Employee IF They Want to File A WC Claim

Never Force an employee to complete a WC claim!

If the employee tells you they do not want to file a claim, email Leslie, Stephanie, and Latasha stating:

"I offered Jane Doe, ID 00000, the opportunity to file a WC claim, but the employee declined."

You will then receive a response acknowledging your email.

Step 3

Only proceed when the employee states they want to file a Claim. Again, **Never Force** an employee to file a claim.

The Employee Must Then Complete the Worker's Compensation Claim Form

Never send an employee to the clinic without authorization. Instead, have them stay with you until the claim process is complete.

Step 4

Once The Claim Form Is Complete

SCAN ALL PAGES TO

Leslie.Harris@clayton.k12.ga.us
Stephanie.Cosby@clayton.k12.ga.us
Latasha.Lowe@clayton.k12.ga.us

Have the employee stay with you throughout the claim/authorization process!

Wait until you receive authorization, generally emailed, before allowing the employee to leave for the clinic.

Requirement: Employees should immediately report all work-related injuries and accidents to their supervisor; they may be entitled to workers' Compensation benefits if injured on the job. The injury must arise out of and in the course of employment. **Clayton County Public Schools Board Regulation GAMA-R (1)** states that all workers' compensation injuries require a drug and alcohol test within two (2) hours of the reported injury. The testing results are confidential as provided by federal or Georgia laws. Positive results will be addressed under the guidelines of Board policy GAMA - Drug-Free Workplace. Refusal to submit to a drug test shall be considered a positive and will result in the denial of the injury claim. Additionally, the refusal may lead to appropriate disciplinary action, including termination.

REMEMBER

A drug and alcohol screen is mandatory within 2 hours of the injury. If an employee is out of compliance, they will need to explain; multiple policy or regulation infractions may lead to disciplinary action.

When completing the Worker's Compensation Claim, the employee must write legibly, answering all questions.

Have the employee stay with you while the claim is processed; we may have additional questions. Dont Send them to the Clinic without Authorization.

Once all forms are received, and the claim is accepted, the employee, bookkeeper, and supervisor will get written authorization via email, allowing the employee to report to the clinic. In some instances the authorizaion may be verbal.

Once received, please print the Email Authorization for the employee, and have them immediately leave and report to the clinic for a drug and alcohol screen and medical care if requested.

Regular office hours are Monday-Friday, 8:00 AM to 5:00 PM; however, if a work injury happens after 5:00 PM or during a Scheduled Break, we are happy to help you; employees still need to follow the normal process. Please call Leslie Harris's district cell at (404) 450-7977 when submitting injuries during non-standard work hours. If you cannot reach Leslie Harris, you would then contact Latasha Lowes's district cell at (770) 238-9165.