

INJURY REPORTING PROCEDURES

Is this injury a medical emergency (life- or limb-threatening, etc)? **Call 911 or GTPD (404-894-2500) for assistance and to request an ambulance.**

- Following your emergency admission, your supervisor or IMS Emergency Contact will notify AmeriSys at 678-781-2848 or 800-900-1582. Then, the supervisor or IMS Emergency Contact will notify DOAS at 1-877-656-7475 to obtain a Workers Compensation (WC) claim number.

Does this injury require immediate, but non-emergency, medical treatment?

- Report the incident to your supervisor or IMS Emergency Contact.
- Visit an immediate/urgent care facility from the below list. If this incident occurs outside of immediate care facility hours, visit a hospital.
- Your supervisor or IMS Emergency Contact must notify the DOAS within 24 hours of the incident at 1-877-656-7475 to obtain a Workers Compensation (WC) claim number. Employees should not report their own claims.

Does this injury require non-immediate medical treatment?

If there is the potential for complications later, even if you think you don't need medical treatment, please seek out treatment. For example: if you dropped something on your foot but think you're OK for now, the incident could lead to nerve damage later. If you cut yourself but think you're OK for now, the wound could get infected later.

- Report the incident to your supervisor or to IMS Emergency Contact.
- Your supervisor or IMS Emergency contact must notify the DOAS within 24 hours of the incident at 1-877-656-7475 to obtain a Workers Compensation (WC) claim number. Employees should not report their own claims.
- After you get the WC number, call AmeriSys at 678-781-2848 to speak with a case manager who will assist with selecting a physician and scheduling an appointment.

Does this injury require First Aid only?

- Please administer First Aid. First Aid boxes are in the breakroom of the Marcus Building and the copier room of the Pettit Building.

Hospitals Near Campus			
Emory Midtown 550 Peachtree Street NE Atlanta, GA 30308 Phone: (404) 686-4411	Grady Hospital 80 Jesse Hill Jr. Dr. SE Atlanta, GA 30303 Phone: (404) 616-4307	Northside Hospital 1000 Johnson Ferry Rd. NE Atlanta, GA 30342 Phone: (404) 851-8000	Piedmont Hospital 1968 Peachtree Rd. NW Atlanta, GA 30309 Phone: (404) 605-5000, (404) 605-3219 (ED)
Immediate/Urgent Care Facilities Near Campus			
Concentra 688 Spring Street NW Atlanta, GA 30308 Phone: (404) 605-5000, (404) 605-3219 (ED) Hours: 7:30a-7p Mon-Fri 10a-4p Sat-Sun	Peachtree Immediate Care 450 14th St. NW Phone: (404) 480-9797 Hours: 8a-8p Mon-Sun	Well Street Urgent Care 2292 Peachtree Rd. NE Phone: (404) 996-0120 Hours: 8a-8p (Mon-Fri), 9a-6p (Weekends)	American Family Care 1800 Howell Mill Rd., Suite 130 Phone: (404) 355-8775 Hours: 8a-8p (Mon-Fri), 8a-6p (Weekends)

IMS Emergency Contacts					
Marcus Building			Pettit Building		Other
Brian McGlade 404.385.5963	Deion Sutton 470.426.9946	Gary Spinner 404.391.9182	Wade Johnston 404.520.8289	Cecelia Jones 404.894.7769	GTPD 404.894.2500