



WORKER'S COMPENSATION GUIDE FOR SUPERVISORS

What is Worker's Compensation?

A complex system of State laws and procedures related to an on the job injury. The goal is to provide appropriate medical care and to return the employee back to productive work as soon as medically possible. It is also to provide income benefits to employees who are unable to work as a result of their injury.

What is a Work-Related Injury?

Any injury or disease arising out of performing an assigned job in the course and scope of employment during assigned work hours. The injury may result from either trauma or disease/illness. Injuries are categorized in three ways:

1. **SPECIFIC** – Any injury to one or more parts of the body resulting from a specific accident/incident.
2. **CUMULATIVE** – An injury resulting from repetitive activities over a period of time (i.e., exposure to chemicals or other non-trauma causes).
3. **AGGRAVATION** – A pre-existing condition or non-work-related condition aggravated by an occupational injury or disease. The employer provides medical treatment until the employee returns to the pre-injury status of the pre-existing condition.

Who is covered by Worker's Compensation and When?

All employees to include parttime and volunteer firefighters.

Worker's Compensation coverage begins the first day an employee is on the job and continues any time an employee is on the job and providing a job-related service.

When an injury or illness Occurs:

Ensure the employee is provided medical treatment from a Doctor/Provider listed on the posted Panel of Physicians unless the accident requires immediate emergency care or medical treatment is needed after hours. All follow-up appointments MUST be with a "Panel Doctor".

Cherokee County's Third-Party Administrator "Sedgwick" should be billed directly for medical services. Should the employee receive medical bills, please send to Derek Nelson, Risk Management Director.

Supervisors MUST report all work-related deaths, serious injuries, or illnesses IMMEDIATELY to Derek Nelson (office) 770-721-7827 (cell) 470-380-4772.

How are injuries reported?

Supervisors complete the Worker's Compensation forms and immediately fax/email these forms to Derek Nelson danelson@cherokeega.com (Fax) 678-493-6035.

Risk Management Contacts: Derek Nelson: danelson@cherokeega.com
Cynthia Pierce: chpierce@cherokeega.com



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- Use the online Worker's Compensation Packet to report an injury, illness, or exposure. The forms are located on the Risk Management webpage.
- First-aid treatment may sometimes be appropriate and is not considered "medical treatment".
- If medical treatment exceeds first-aid treatment at the initial or subsequent medical visits, a First Report of Injury is submitted to Sedgwick. The Sheriff's Office and Fire/EMS HR personnel will submit the First Report of Injury for their personnel directly to Sedgwick.

Sedgwick is the County's Third-Party Administrator (TPA). They provide Worker's Compensation claim administration services and file the appropriate forms with the State Board of Worker's Compensation (SBWC).

Lost Time Injuries:

Injured county employees are paid for absences of up to seven calendar days per the County Personal Policy Manual (PPM) Section 4.8.5. However, under the Georgia Worker's Compensation Act a seven (7) calendar day waiting period is required before temporary total benefits start. After Seven calendar lost work days, county employees will be paid according to the schedule of benefits require by the Georgia Worker's Compensation Act.

When a claim is accepted:

Once a claim is accepted, Sedgwick will issue checks for any temporary total disability payments, temporary partial disability, permanent partial disability and medical or expense payments (hospital, ER, Doctor, etc.) related to the claim.

The Worker's Compensation amount is two-thirds (2/3) of the employee's average weekly wage, up to a maximum weekly amount determined by the State Board of Worker's Compensation.

At any time, you may contact Derek Nelson, Risk Management Director 770-721-7827.

Important Points to Remember

- Employees are to report all injuries to their supervisor immediately.
- Report to Derek Nelson any changes in the work status of an employee, especially if an employee starts to lose time after being unable to work.
- If an employee has been out of work, ensure the employee receives a medical release from the doctor (ATP) before allowing the employee to return to work.
- Depending on the work restrictions, the County will make every effort to provide Light duty/transitional duty work for the employee until they are able to return to work with no restrictions.
- All medical documentation and any bills the employee receive should be forwarded to Derek Nelson.

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Cynthia Pierce: cpierce@cherokeega.com