

# TROUP COUNTY BOARD OF EDUCATION

## PROCEDURES FOR REPORTING EMPLOYEE ACCIDENTS

1. Make sure BOTH of the panels are posted in conspicuous places throughout your building.

PANEL 1: **OFFICIAL NOTICE**

PANEL 2: **STATE BOARD OF WORKERS' COMPENSATION  
BILL OF RIGHTS FOR THE INJURED WORKER**

2. When an employee is injured, regardless of the severity of the injury, complete the accident report on Johns Eastern's web portal <https://johnseastern.jw-filehandler.com/wcLogin.aspx>
4. When the accident requires medical treatment, the employee MUST see one of the doctors on the approved panel of physicians. The employee must not go to the emergency room during the day when the doctors' offices are open. The only exceptions to this rule are: (1) if the employee is seriously injured and requires transportation by ambulance, or (2) if the accident occurs after the doctors' offices are closed.
5. The Board Policy states: "Should a Workers' Compensation injury require medical treatment, a drug test will be administered as a routine part of the examination." This policy is followed for all incidents that require medical treatment, even if the treatment is not required immediately following the incident. Contact Tracie Hill to make any appointments.
6. If you or your employee receives invoices, please do not hold the invoices and assume we have also received them at ASC. If you got them, it is almost certain that we did not. Please forward them to ASC as soon as possible.
7. Please keep ASC informed of the work status of injured employees. We have no way of knowing if an employee has returned to work following an accident unless we are contacted by either the facility or the employee.

CONTACT: TRACIE HILL  
ADMINISTRATIVE SERVICE CENTER  
(706) 812-7900 ext. 1130