Workers' Compensation provides benefits to employees who sustain a work-related injury that arise during the course of your employment. Refer to the Richmond County School System Employee Handbook for additional details regarding Workers Compensation.

## **PROCEDURE:**

- 1. You must report all accident to us immediately. Your benefits could be delayed or denied if you do not notify us immediately. When a claim is investigated and determined not compensable, you may be responsible for any bills that are incurred.
- 2. Employees who require emergency treatment must obtain prior authorization which is obtained by contacting Workers' Comp Division at 706-826-1305 or 706-826-1000. IF THE INJURY IS <u>NOT</u> LIFE THREATENING, YOU MUST SEEK TREATMENT THROUGH A DOCTOR'S