

**Your Employee is injured.
Now What?**

**Emergency: Contact University Police
678-839-6000**

**Does the Employee need
Emergency Medical
Treatment ?**

No

**Does the employee
need [*non-emergency*]
medical treatment?**

No

**Submit a First
Report of Injury
Form**

YES

**Proceed to the
nearest emergency
medical facility or
call for emergency
services**

YES

**Contact Risk
Management**

**Submit a First
Report of Injury
Form**

No

▪ Ensure the employee continues to go to all appointments, e.g. physical therapy, follow-ups, additional testing, etc.?
▪ The employee must use leave time for appointments unless appointments are scheduled outside of work hours, or if flex time is possible.

**Contact Risk
Management**

**Submit a First
Report of Injury
Form**

**Review the employee's
work status issued by the
treating facility.**
The work status will indicate:
1. Physical limitations
2. Date of follow-up
appointment

**Can limitations by
accommodated?**

YES

**Does the employee
physical limitations?**

No

**Is the employee
dismissed from care?**

YES

**No
Further
action is
required**