

Risk Management Department Claims Reporting Procedures & Forms



Forms are available on [HR Resources for Leader](#) Sharepoint Site

Workers Compensation: Employee Injury Reporting

1. Offer immediate treatment to the injured employee.
Present employee with [Claim Packet](#) which includes the following forms
 - a. Employee Injury Form
 - b. Medical Authorization Form
 - c. Declination Form (*only complete if treatment is NOT sought*)
 - d. Bill Of Rights (*Initial and Date*)
 - e. Panel Of Physicians (*Circle Provider, Initial and Date*)
 - f. RXBridge Pharmacy Card
 - g. Mileage Reimbursement Form
2. Attach completed forms and submit claim via the [Employee Injury Portal](#)

Student and Site Visitor Accident Reporting

1. Report student and site visitor injuries on the [Student/Site Visitor Accident Report](#). Please complete this form as thoroughly as possible.
2. Submit form as soon as possible to riskmanagement@cobbk12.org

Stolen/Lost/Damaged Equipment Replacement Reporting

1. The staff member reporting the loss or damage of District equipment must complete an [Equipment Replacement Form](#) as soon as the loss or damage is discovered.
2. Contact Campus Police to report theft or vandalism of District equipment. The police report case number should then be noted on the completed equipment replacement form.
3. Submit completed form to riskmanagement@cobbk12.org

***For all 911 calls or hospitalization please contact Daisy James 470.792.0941* CCSD**

Human Resources **Support Services: Risk Management Department**
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