

PROCEDURE – Workers Compensation (Illness/Injury Report)

1. **Immediately report ANY work-related injury to your supervisor and call 877-263-9904.**
To expedite the response time please provide the following:
 - a. School Name: **Name of your school site**
 - b. Account number: **002023**
2. Within 24 hours, the employee completes the Employee Injury/Incident Investigation Report at <http://www.gcccharters.org/staff/employeeincident.pdf> and forwards it to the GCC Human Resources Department. If the employee is unable to report the injury, the employee's supervisor should complete, and submit, the form. Forms are available on the GCC Website or by calling 877-263-9904.
3. Follow all instructions received from the Loss Reporting hot line 877-263-9904, and the Gallagher Basset claims manager you are assigned.
4. Provide GCC Human Resources with the medical certification from your healthcare provider regarding the need for workers' compensation disability leave and your ability to return to work from the leave. Also submit any follow-up medical appointment or physical therapy appointment verification forms to Human Resources