Guide to the online process for reporting all injuries at UGA

A collaboration of
Insurance & Claims Management
Human Resources

April 2015
One online form

- Report work-related injuries
- Report non-work-related injuries (to visitors, guests, students, volunteers, and employees **not** in the course of their work responsibilities)

Go to (bookmark this page):
https://busfin1.busfin.uga.edu/hr/injury_report_login.cfm
Supervisors or HR partners log in with MyID & password.
Select the **New Injury Report** button
Input basic information

Only supervisors or HR representatives should submit injury reports.

Injury Report

This form should be completed ONLY by a UGA supervisor or HR departmental representative.

Injury Date: 

Name of Injured Person: 

Phone Number of Injured Person: 

The injured person is:  

Under age 18 

Age 18 or over 

Incident/accident (check all that apply):

- Lifting/moving
- Ingestion/inhalation
- Struck by/struck against
- Animal/insect bite
- Caught by
- Other (please specify):

- Burn
- Slip/trip/fall
- Strain
- Illness - communicable
- Illness - non-communicable
- Needle stick
- Object in eye
- Cut/puncture/scrape
- Hearing loss
- Motor vehicle collision
Describe the incident including any witness contact info.

Be as specific as possible about the location of the injury.

Where did incident happen? (Be specific: building, room no, hallway, laboratory, etc.)

Building Name: 
UGA building No: 
Room No: 
Other location (if not room): 

Details of incident. (Describe exactly what happened. What was the individual doing?)

Give the names (and contact information) of any witnesses to the incident.

Be sure to include witness names, phones, email addresses.
Describe the injury and who is reporting

Describe any injury (bruise, sprain, laceration, etc.)

Specify what body part(s) were injured

Treatment received (known at time of this report)

- None
- First aid at site
- Doctor/urgent care visit
- Emergency Room
- Admitted to hospital
- Fatality

Submitted by (UGA supervisor or departmental HR representative): REBECCA B LANE

UGA supervisor/HR representative work phone and email: /blane@uga.edu

Indicate what treatment you know has been provided at the time you are submitting the report.

Work phone of the person submitting the report.
Work-related or not?

Be sure to answer this question.

Provide the 81x number if the injured individual is an employee.

Press SUBMIT when complete.
After you submit the injury report (work-related), you’ll receive a confirmation email.

You have successfully submitted the preliminary information regarding a work-related injury.

Be sure to further document the injury and complete any other necessary paperwork in the event the employee needs medical attention and/or misses work. For this paperwork and detailed instructions, please refer to the Supervisors' Guide to Workers' Compensation:
http://www.hr.uga.edu/workers-compensation-supervisors-guide

If you have any questions about this message, please contact Angie Dellinger at 706-542-6498 or hrwc@uga.edu.

✔️ Be sure to complete the remaining paperwork relating to Workers’ Compensation!
After you submit the injury report (non-work-related), you’ll have the opportunity to send any supporting documentation.

(In most cases, there is likely no supporting documentation.)

Use ONLY secure email to send supporting documentation.
After you submit the injury report (non-work-related), you’ll receive a confirmation email.

Finance & Administration Injury Report
blane@uga.edu
Sent: Tue 4/21/2015 11:13 AM
To: Becky Lane

You have successfully submitted the preliminary information regarding a non-work-related injury.

If you have any questions about this message, please contact Vance Silcott at 706.425.3083 or admvcs@uga.edu.
Want to see a report you previously submitted?

• Go back to the web site where you submitted the injury report:
  https://busfin1.busfin.uga.edu/hr/injury_report_login.cfm

• Log in and you’ll see a list of the previous reports
Be sure to log out
Questions about injuries at UGA?

Work related injuries:
Angie Dellinger
hrwc@uga.edu
706.542.6498

Non-work-related injuries:
Vance Silcott
admsvcs@uga.edu
706.425.3083