

Workers' Compensation procedures for UGA employees injured while working outside the United States

Employee should get medical treatment, if needed:

Upon receiving medical treatment, the employee must pay* for medical care at the time of service (as is currently the case for **non- work**-related injuries treated by out-of-network healthcare providers outside the United States).

After treatment, the employee should obtain:

1. An original itemized bill from each provider
2. A letterhead document showing the name and address of the person or organization providing the service
3. The date of each service provided
4. A description of each service showing injury, diagnosis, and treatment
5. The charge for each service in local currency (country where injury occurred)

If invoices are not immediately available

If itemization of the treatment and charges are not available at the time of treatment, the employee should ask the service provider to mail the documents directly to his/her home address. At the time of treatment, the employee should get the name of each provider, mailing address, phone number, contact names, and other information in the event future contact is necessary.

Upon return to the United States, UGA should report the claim

Once the employee returns home, the UGA employee's HR representative should report the injury to DOAS, per Workers' Compensation guidelines (<http://www.hr.uga.edu/workers-compensation-supervisors-guide>), which includes the DOAS address and phone number for questions about payment of bills, reimbursements, etc.

After reporting the injury and receiving the Workers' Compensation claim number (WC#), the employee should submit receipts, bills, and treatment notes to DOAS. **Include the Workers Compensation Claim number on all correspondence.** The employee should submit copies of the documents and maintain the **original documents for his/her records.**

*Payments made by the employee will be reimbursed in full but payment will be based on the currency exchange rate on the date treatment was provided, unless payment was made in U.S. currency.

