

Dear Manager,

The attached packet is our Wade Ford, Inc. Employee Injury Instructions. As part of our Management Team you are expected to follow these procedures when one of your employees is injured, or if you step in when the immediate manager of the injured employee is not available.

The packet is set up to be used “per event”, use the cover page as a check list and all required forms for the employee and yourself are attached. Additional packets are available in the HR office, just let me know when you need an additional supply to keep on hand.

Please take the time to review the packet and let me know if you have any questions or concerns before the need arises.

Pat Visconti
Office Manager

Employee Injury Instructions

Department Manager

- First and foremost assist in proper medical assistance, call 911 if injury is severe or life threatening, chemical burn, combustible fuel, odor or fumes that may be dangerous to others, and any other situation in your best judgment that requires 911 assistance
- Give Employee Physician Panel with completed Verification Form
 - ♣ Employee may seek medical care outside the panel 1 (one) time without prior authorization
- Medical Facility will call to verify injury will be covered under Workers Compensation
 - ♣ Reiterate: Drug Screen Required
- Notify Management of Injury, Mike Barlow and or Dave Tackett
 - ♣ *Report serious injuries immediately by telephone to our carrier GADA Workers Comp Fund (866) 646-8516*
- Report Injury to Human Resources
- Complete First Report of Injury, turn into Human Resources within 1 Business Day

Human Resources

- File First Report of Injury with our Insurance carrier within 24 hours of injury
- Complete Wage History form when applicable
- Forward all medical bills to insurance carrier as they are received
- Turn file over to Controller immediately if any Legal correspondence or Documents are received by US Postal Mail or Email
- Review Employee paid benefits for potential applicable coverage
 - ♣ Short Term Disability
 - ♣ Long Term Disability
 - ♣ AD&D
 - ♣ Available Vacation Pay
 - ♣ Available Sick Pay
- Monitor missing employee payroll deductions
 - ♣ Plan accordingly for re-payment plan

Wade Ford Inc., Workers Compensation Panel of Physicians

Emory Adventist Hospital at Smyrna
3949 South Cobb Drive
Smyrna GA 30080
770-433-3088

Resurgens Orthopedics
2550 Windy Hill Road, Suite 317
Marietta Ga 30060
770-933-1900

WellStar Urgent Care
4480 North Cooper Lake Road SE
Smyrna GA 30082
770-333-1300

Pinnacle Orthopedics
300 Tower Road, Suite 200
Marietta Ga 30060
770-427-5717

Concentra Medical Center
1025 Veteran's Memorial HWY , Suite 720
Mableton Ga 30126
770-250-0080

North Atlanta Surgical Associates
5673 Peachtree Dunwoody Road NE, Suite 300
Atlanta Ga 30342
404-252-6118

Cobb Eye Center
130 Vann Street, Suite 230
Marietta Ga 30060
770-425-1341

The Keating Group
3715 Northside NW PKWY, Suite 150
Atlanta Ga 30327
404-233-5252

**Wade Ford, Inc. Workers Compensation Verification
770-436-1200**

Drug Panel Required

Employee Name: _____ **Date:** _____

Type of Injury: _____

**Please call manager listed below for phone verification of Workers
Compensation Coverage**

Manager

(_____) _____

Direct Line

Bill to Address:

GADA Workers Comp Fund • 2060 Powers Ferry Road SE •Atlanta GA 30339