

# Workers Compensation Incident Reporting

1. To enter a new Workers Compensation Incident report, you will need to log into the GCPS Portal Page and then click on the “Tools” tab.
2. To Report a new Workers Compensation Incident, click Risk Management or Origami Incident Reporting. A new window will open that will take you to the Origami entry portal.

The screenshot shows the Gwinnett County Public Schools Employees portal. The top navigation bar includes the school logo, the name 'GWINNETT COUNTY PUBLIC SCHOOLS Employees', and user information for 'DAWN JONES'. The 'Tools' tab is active. A grid of application categories is displayed, including Finance, WCM Authoring, Technology Support, School Messenger, Human Resources, E-Mail, 2019 Teaching and Learning Conference, Digital Learning Day, and Instruction. Under the 'Records Management' category, the 'Risk Management' link is highlighted with a blue box, and it includes a sub-link for 'Origami Incident Reporting'.

3. To enter the new Incident Report, click on the tab labeled “Report new Incident” and you will be taken to the new reporting landing page for Origami.

The screenshot shows the Origami Risk reporting portal. The browser address bar displays 'live.origamirisk.com/Origami/IncidentEntry/Welcome'. The page header includes the 'ORIGAMI RISK' logo and the text 'GCPS Risk Management Online Claim Entry Portal'. A 'Log Out and Exit' button is located in the top right corner. The main content area contains a blue button labeled 'Report a new Incident'. Below the button, there is a welcome message: 'Welcome to the GCPS Risk Management Online Claim Entry Portal. Please click the link below and follow the on-screen instructions to submit a report for a new incident. You will receive a confirmation email once you have submitted the Incident for review to the Risk Management Department. If you have any additional information such as witness statements or a video to assist in our review of the claim, you may forward that information to your adjuster by responding to the confirmation email you receive. If you are reporting a new Workers Compensation claim, please make sure to provide a copy of the WC Packet to the injured employee and return the completed forms, along with the "blue" form, to your assigned adjuster.'

4. To enter a new WC incident, click on “First Report of Injury” and follow the prompts for entering the incident information. An asterisk “\*” indicates a required field.

# Workers Compensation Incident Reporting

## Select Incident Type

Select a type for the new incident

### First Report of Injury

For incidents involving employee injuries.

### Auto Incident

For incidents involving vehicle damage or damage caused by vehicles.

### Visitor Injury

For incidents involving injuries to visitors.

### General Liability Report

For incidents involving damage to a visitor's property.

### Property Loss

For incidents involving damage to GCPS property.

5. This information is similar to what you are used to seeing in Brentwood Forms with one exception. You will now see a body diagram on the page. You will need to click the body part on the diagram and then answer the questions to the right of the diagram. You must click on the "Add Part" or it will not add it to the selection. See below.

Cause of Injury \*

Detail Cause

Nature of Injury \*

Injury area can be selected from diagram  
 Injury is unknown, internal, or multiple areas

Use the Body Part Diagram to select a general area of the body where the primary injury occurred.  
This will narrow the selection of Body Part codes to choose from.

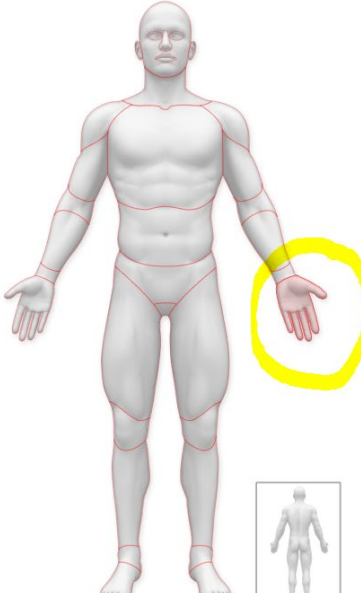
Body Area Selected: Hand

Body Part \*

Percent Impairment Percentage \*

Body Part Location

Not Reportable



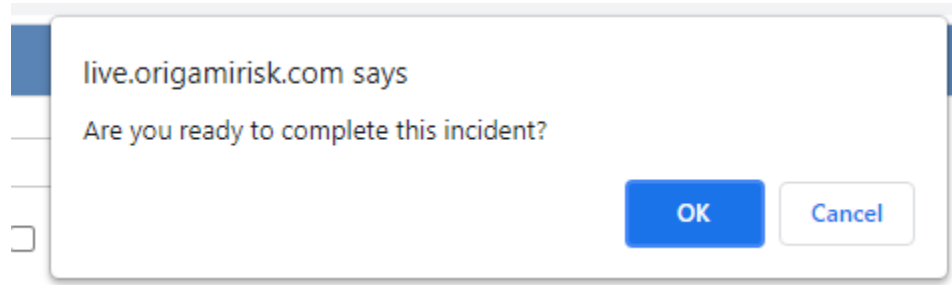
Body Part	Percent Impairment Percentage	Body Part Location
Hand	0.00	Left (L)

6. Once you have completed your entry you will need to click the "Complete Incident" in the upper right corner of the page.

# Workers Compensation Incident Reporting

Complete Incident or Cancel

7. Once the claim has been submitted you will receive a prompt to confirm that you are ready to submit the new incident report. Click "OK" to submit. Once the incident has been submitted, it can not be changed.



8. Once submitted you will get a reply showing a that the incident was saved successfully. You will also receive an email in your inbox confirming that the incident was sent to your assigned adjuster and if you have any additional information to submit, such as the "blue form", you can do so by responding to the email confirmation.
9. If you don't have anything else to submit, you can click "I'm done". You will then be prompted to log out or return to the Welcome Screen/Origami landing page if you need to enter another incident report.

## Upload any relevant files

Save Successful.

You can upload any relevant documents and files for the incidents you submitted in this page. Please do so below before clicking on the I'm done button.

#1 Smith, John (E21-0000017)

No files uploaded.


I'm Done or [click here to log out](#)

# Workers Compensation Incident Reporting

## Thank you

Thank you for your submission.

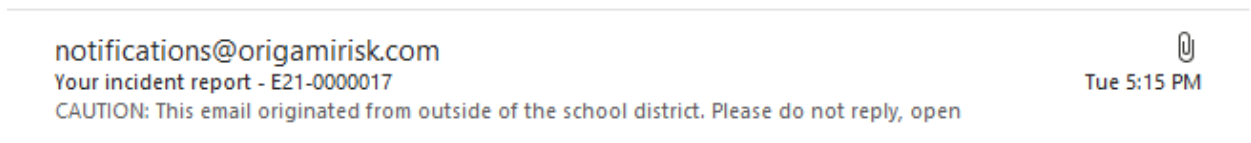
### Print Incident Records

 Click the links below to print a copy of the records submitted.

Smith, John (E21-0000017)

[Return to Welcome Screen](#) or [click here to log out](#)

10. Below is an example of the email you will receive once the claim has been submitted to Risk Management. Please print the WC Packet and provide it the injured employee for completion. There are five forms that must be completed and returned to Risk Management for process. **You can submit the blue form and return the forms from the WC packet to this email for processing.**



Your incident report - E21-0000017



notifications@origamirisk.com  
To Dawn Jones

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



**CAUTION:** This email originated from outside of the school district. Please do not reply, open attachments, or click website links unless you recognize the sender and know the content is safe.

You have successfully submitted your incident to the Risk Management Department. Please forward the First Report of Injury (Blue Form) by replying to this email or directly to your assigned Risk Manager at the time of the incident. Included in the packet are five forms that must be completed and returned to Risk Management within five working days of the incident. If you have any questions, please contact your adjuster.

Replies to this email message will be saved with our email records.

11. If you need assistance with reporting a new incident, please contact your adjuster.