

Visitor Injury Incident Reporting

1. To enter a new Visitor Injury Incident report, you will need to log into the GCPS Portal Page and then click on the “Tools” tab.
2. To Report a new Visitor Injury Loss 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 GCPS Employees portal navigation menu. The 'Tools' tab is selected, and the 'Risk Management' option under 'Records Management' is highlighted with a blue box. The menu includes categories such as Finance, Human Resources, WCM Authoring, E-Mail, Blackboard Website, Media, Enterprise Content, Instruction, Technology Support, 2019 Teaching and Learning Conference, Instructional Resources, School Messenger, Digital Learning Day, and Records Management.

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 landing page. The 'Report a new Incident' button is highlighted. The page includes a header with the Origami Risk logo and a 'Log Out and Exit' button. Below the header, there is a welcome message and a 'Report a new Incident' button.

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

The screenshot shows the 'Select Incident Type' form. The 'Visitor Injury' option is highlighted. The form includes a header 'Select Incident Type' and a section 'Select a type for the new incident'. The options are: First Report of Injury, Auto Incident, Visitor Injury, General Liability Report, and Property Loss.

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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.

Reported By

Your Name *

Your Email ⓘ *

First Report of Injury

Date of Incident * 

Time of Incident

Visitor Information

First Name *	<input type="text" value="Jane"/>	Home Phone	<input type="text" value="770-555-9632"/>
Middle Name	<input type="text"/>	Home Address	<input type="text" value="1235 Smith Street"/>
Last Name *	<input type="text" value="Smith"/>	City	<input type="text" value="Auburn"/>
Birth Date	<input type="text" value="MM/DD/YYYY"/> 	State	<input type="text" value="Georgia"/>
		Zip	<input type="text" value="30011"/>

Incident Details

Details of Incident *

School/Location * 

Exact Location of this Incident

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Witness Information

Witness Name

Witness's Statement

Witness Phone Number

Additional Witnesses? Yes No

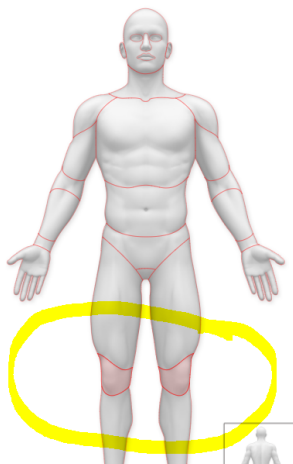
Names of supervising staff who witnessed the accident:

Injury Details

Injury:

Medical Treatment Required:

- 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

Body Part *

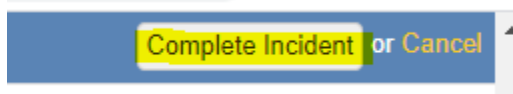
Percent Impairment Percentage *

Body Part Location

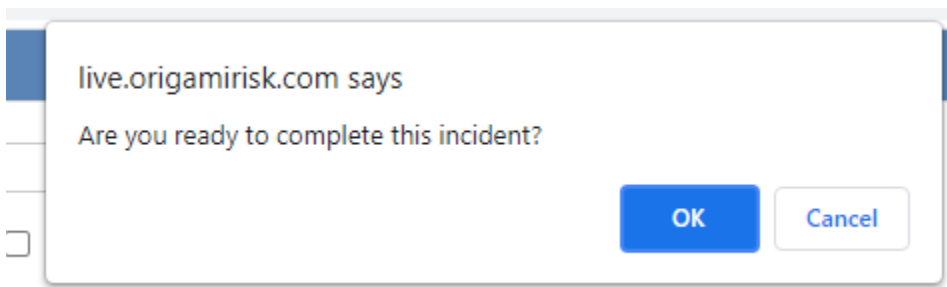
Not Reportable ⓘ

Body Part	Percent Impairment	Percentage	Body Part Location	Not Rep
Knee	0.00		Left (L)	No
Knee	0.00		Right (R)	No

- Once you have completed the form, click "Complete Incident" at the top right hand of the page.



- 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 submitted you will get a reply showing a successful submission. You will also receive an email confirmation that the incident was sent to your assigned adjuster and if you have any additional information to submit, you can do so by responding to the email confirmation.

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9. If you don't have anything else to submit, you can click "I'm done". You will be then prompted to log out or return to the Welcome Screen 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](#)

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. Any additional information that you have to support the claim such as a police report or witness statements can be sent to the adjuster by responding to the notification email sent by Origami.

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notifications@origamirisk.com

Your incident report - E21-0000017

CAUTION: This email originated from outside of the school district. Please do not reply, open



Tue 5:15 PM

Your incident report - P21-0000018

Send Again Forward Delete Print Download

Subject: Your incident report - P21-0000018
To: dawn.jones@gcpsk12.org
Reply To: live-replyto-11425.525500ff-3c6c-4050-9445-14efb55ea088@origamirisk.com
From: Gwinnett County Public Schools
Entry Date: 07/06/2021 3:04 PM
Send Date: 07/06/2021 3:04 PM
Attachments: P21-0000018_IR.pdf 65 KB
[View Original Header Information](#)

You have successfully submitted your incident report to the Risk Management Department. Please forward any additional information (photos, witness statements, police reports, etc.) to support the claim by replying to this email or to your assigned Risk Management Adjuster Tina Simon. If you have any questions please contact Tina at 770-513-6619 or by email at tina.simon@gcpsk12.org.

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

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