



Dr. Melissa W. Shepard
Chief Human Resources Officer

Workers' Compensation Packet

Your health, safety, and well-being are extremely important to us. If you experience a work-related injury or illness, the Richmond County School System is committed to supporting you throughout the Workers' Compensation process. This packet is designed to provide clear guidance and ensure that all required steps are completed accurately and efficiently.

To help you navigate the process, please follow the steps below:

Steps to Complete Your Workers' Compensation Packet

1. **Report the injury immediately** to your supervisor, no matter how minor it may seem.
2. **Complete the Employee Accident Report** as soon as possible after the incident.
3. Your **supervisor will complete the Supervisor Investigation Report** and collect any required witness statements.
4. If medical treatment is needed, your supervisor will provide you with the **Employer Notification for Treatment** form and assist you in selecting a provider from the **Panel of Physicians**.
5. All completed documents must be submitted promptly to the **Workers' Compensation Specialist**, Mrs. Curlisha Mays, at mayscu@boe.richmond.k12.ga.us. She will review the information and open a claim.
6. If you receive medical care, please follow all provider instructions and keep us informed about work restrictions or return-to-work status.

Our Workers' Compensation team is here to assist you throughout this process. We are committed to ensuring that your claim is handled with care, accuracy, and respect.

If you have questions or need further support, please contact our Workers' Compensation Specialist, **Mrs. Curlisha Mays** at **706-826-1000 ext. 5523**. We are here to help you stay safe, supported, and informed.

Thank you for your attention to these procedures and for your continued service to Richmond County students and families.