



WORKERS COMPENSATION AT A GLANCE - 1/23

HOW TO REPORT A WORKERS' COMPENSATION CLAIM

Onset of Accident or Injury:

Complete a WC-1 (First Report of Injury) immediately
Email to: GSBAnewclaims@charlestaylor.com
Fax to: 502-489-6430
Or Report On-line at: tpaservices@charlestaylor.com
(User ID and Password Required)

WHAT TO DO AFTER AN EMPLOYEE ACCIDENT

If required, transport injured employee to a medical care facility (Call 911 if emergency)

Report the claim within 24 hours to GSBA

Investigation:

- Complete an accident investigation report within 24 hours
- Secure the scene of any serious accident for investigative purposes
- Take Photos of the Scene
- Obtain statement from employee
- Identify and obtain statements from witnesses
- Obtain/Secure Any Video

WHEN MEDICAL TREATMENT IS REQUIRED:

- Explain Panel of Physicians and Provide Assistance if Needed
- If needed, Notify Medical Provider of An Employee Coming for Treatment
- Provide Injured Worker with an Instant Rx Card

IN CASE OF SEVERE INJURY:

- ER Treatment Should Be Provided Immediately
- Provide Medical Provider Workers' Compensation Billing Information
- Refer to GSBA Claims Adjuster for questions regarding Any Other Issues

IF NO MEDICAL TREATMENT IS NECESSARY:

Report the Claim to GSBA by Submitting a WC-1 and any other Documentation. It will be recorded as an Incident Only.

PHARMACY INFORMATION

Provide Injured Worker with an Instant Rx Card from Preferred Medical Network so the Injured Worker Does Not Have Any Out of Pocket Expenses for the Initial Script

WHO TO CONTACT

Medical Only Claims—888-245-4722 Ext 5255, 5359 or 5340

- Lost Time Claims

Debra Stephenson Deborah.Stephenson@charlestaylor.com
888-245-4722 x5346
Kaleen Sprague Kaleen.Sprague@charlestaylor.com
888-245-4722 x5347

- Where to send Medical Bills

GSBA-Underwriters Safety and Claims
P.O. Box 436499, Louisville, KY 40253

- Claims Manager

Scott O'Brien Scott.O'Brien@charlestaylor.com
888-245-4722 x5353

Preferred Medical (Pharmacy Cards)

Regular Hours: 888-586-4650

After Hours: 502-807-9897

GSBA-RMS Safety and Risk Control

David Colvard dcolvard@gsba.com 770-995-4367

LOST TIME CLAIMS:

If Employee is Losing Time from Work, Attach a copy of the WC-6 Workers' Compensation Wage Statement Employee has option of using accrued sick or annual leave in lieu of receiving workers' compensation benefits. If the employee chooses salary continuation, they must be docked paid benefit time such as sick leave. They will not be entitled to receive workers' compensation lost time benefits until accrued leave is exhausted or a change in election is made. Note: Claims are still considered lost time if the employee is missing time from work, even if they have elected to receive salary in lieu of WC.

PANEL OF PHYSICIANS

- Post in Appropriate Locations of all Facilities
- Remove/Destroy All Previous Posted Panels
- Review Annually for Any Changes
- Minimum Requirements:
 - Must contain at least 6 physicians including an orthopedic surgeon
 - No more than two (2) physicians from industrial clinics
 - At least one (1) minority physicians whenever feasible

LINKS TO FORMS ON GSBA-RMS WEBSITE

<https://gsba.com/member-services/risk-management/members-resources/workers-compensation-documents/>
For Assistance with District Login/Password Contact:
David Colvard dcolvard@gsba.com

visit gsba.com to learn more