

## **How to report a Workers' Compensation claim**

1. Members can report the claim by phone, email, or fax.

**CorVel Reporting Line: (24 hours) 1-800-685-4267 option 2**

**Fax: (24 hours) 1-866-777-1668**

**Email: [fnol\\_fax@corvel.com](mailto:fnol_fax@corvel.com)**

**24/7 Nurse Advocacy Line 1-800-685-4267 option 1**

2. If you fax or email the claim, please complete the First Report of Injury (WC1). A fillable copy of this form is on the GMA website Forms page. Please complete the form with the employee's name, address, DOB, date of hire, date of injury, the member's name and address, the time of the injury, describe how the injury occurred, and any information on medical treatment. Please sign and date the bottom of the form.
3. The employee should pick a physician from the **Panel of Physicians**. This is required to be posted in an obvious area and all employees should be aware of this.
4. If an emergency exists, obtain temporary medical treatment at an urgent care facility or the nearest emergency room. Once the treatment is stabilized, the employee will choose a physician on the Panel of Physicians.
5. The Bill of Rights (updated 7/2023) is required to be posted next to the panel. A copy is also on the GMA web page.  
**\*\*\* If you need an updated panel of physicians, please let Jan Hoard know.**
6. There is a 7-calendar day waiting period in Georgia. If the employee is disabled more than 7 days and it is a compensable injury, the employee is entitled to indemnity benefits. If the employee is out of work 21 days, the 7-day waiting period is owed.
7. The adjuster will need a WC6 (wage statement) completed using the full 13 weeks prior to the date of injury. The adjuster will calculate the average weekly wage (AWW) and the TTD rate (Temporary Total Disability)
8. There is a maximum TTD rate based on the date of the injury. As of 7/1/23, the maximum TTD rate is \$800 per week.

If you need assistance, please contact Jan Hoard (404-313-7285) [jhoard@gacities.com](mailto:jhoard@gacities.com) or Jamey Feuerherd (Corvel supervisor) at 770-225-5927.