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Georgia Workers' Compensation Forms

FORM	WHEN/WHY FILED	WHERE FILED	SUPPORTING DOCUMENTATION NEEDED
WC-1 Employer's First Report of Injury	**"File the 1 in every one"** • Effective Jan. 1, 2019, must be filed in all claims within 10 days of employer's notice of accident • Failure to file form could result in the assessment of attorneys' fees	SBWC	Potentially a WC-6
WC-2 Notice of Payment or Suspension of Benefits	**"Whatever you do, file a 2"** • Filed when commencing, converting, modifying or suspending benefits	SBWC	• Potential attachments include: full duty release, WC-104 with light duty release, WC-6 • Can potentially be filed simultaneously with WC-240 and attached doctor-approved light duty job description or WC-240a
WC-3 Notice to Controvert	• File a controvert when any portion of a claim is denied or controverted • Should be filed within **21 days** of notice of disability or request for medical benefits in question • Failure to file form could result in the assessment of attorneys' fees	SBWC and any other party with financial interest, including treating physician and attorneys in the claim	Medical records may be attached
WC-4 Case Progress Report	• Must be filed annually • Must be filed when case is settled or closed • Basis for form is for Board to be able to monitor claim	SBWC	None
WC-6 Wage Statement	• Must be completed when a claimant is entitled to indemnity benefits that are less than maximum allowable rate	SBWC	Potentially filed simultaneously with WC-1 or WC-2
WC-12 Request for Copy of Board Records	• Filed when requesting copy of Board records to determine documents filed in current claim or any prior claims • Any party who receives a copy of Board records pursuant to WC-12 shall pay invoice within 30 days of receipt	SBWC (cannot be filed on ICMS)	None
WC-14 Notice of Claim/ Request for Hearing	• Notice of claim can be filed to toll statute of limitations by claimant • Either party may file to request a hearing on any issue at any juncture of claim	SBWC; all parties to claim	None
WC-25 Application for Lump Sum/ Advance Payment	• When benefits have been paid for at least 26 weeks, claimant can request lump sum or advance payment pursuant to this form • Objecting party has 15 days from date of certificate of service to file objection to application for advance	Filed at SBWC by claimant; claimant must send copy to employer/ insurer or any other interested party	Objection can be accompanied by supporting documentation
WC-100 Request for Mediation	• To be used when party is requesting mediation • Must have agreement of all parties to file	SBWC	None
WC-102 Request Documents from Parties	• Mechanism to request documents from parties even when claim not in litigation • Must respond within 30 days of date of certificate of service; subject to penalties for failure to comply	SBWC; opposing party from whom documents sought	None
WC-102b Notice of Representation	• Filed by attorney for employer/insurer to indicate representation	SBWC	None
WC-102d Motion/Objection to Motion	• Document used to file a motion or objection to motion • Response must be filed within 15 days of the date listed on the certificate of service	SBWC; all parties to claim	Supporting written objection and/or supporting documentation including medical records
WC-104 Notice to Employee of Light Duty Release	• Tendered to notify claimant of light duty work release and potential change in benefits • Sent to claimant by employer/insurer no later than 60 days from the date of a light duty work release • Results in conversion by ATP of benefits from TTD to TPD after 52 consecutive or 78 aggregate weeks of light duty releases • Reduces cap from 400 weeks to 350 weeks	Effective Jan. 1, 2014, file with the Board at the same time it is initially served on claimant and claimant's attorney. Attach to WC-2 and file with SBWC and all parties at the time of conversion.	• Medical record reflecting light duty release • Filed simultaneously with WC-2 when converting from TTD to TPD

WC-200a Change of Physician/ Additional Treatment by Consent	• Memorializes mutual consent by the parties to a change in treating physician or agreement to additional treatment	SBWC	None
WC-200b Request/Objection for Change of Physician/ Additional Treatment	• Filed when one party seeks a change in physician • Filed when the opposing party objects to the change in physician request • Must respond within 15 days of the date on the certificate of service	SBWC; all parties to claim	Supporting written objection and/or supporting documentation including medical records
WC-205 Request for Authorization of Treatment or Testing by Authorized Medical Provider	• Form typically sent via fax or email by a medical provider directly to insurer/self-insurer to request specified treatment and/or procedure • Insurer/self-insurer must fax or email response within five business days or the treatment or procedure is deemed approved • If denying the requested treatment, a WC-3 controvert must also be filed within 21 days of the date of the WC-205	Neither the request nor the response should be filed with the Board unless otherwise requested	None
WC-240 Notice to Employee of Offer of Suitable Employment	• Outlines an offer of suitable light duty employment to an employee on disability benefits (not necessary if they voluntarily return to work) • Follows approval of a light duty job description by the ATP (job description must be sent to claimant and claimant's attorney at time it is tendered to the treating physician) • Must be sent to employee at least 10 days prior to return to work date and to attorney if represented • Should include essential duties of job, pay rate, hours/ days to be worked, location and date/time to report to work	WC-2 and WC-240 should be filed with Board when benefits actually suspended; also send to all parties to claim	• Should be sent to the employee with a copy of the job description and a copy of the physician's approval of the light duty job • When suspending, a WC-2 should be filed with the WC-240 and physician's approval of the light duty job attached
WC-240a Job Analysis	• To be completed by an employer providing specific information about a light duty job • Not required, but recommended	SBWC; all parties to claim	Can be attached to a WC-240 job offer
WC-243 Credit	• Employer/insurer is entitled to a dollar-for-dollar credit for benefits paid unemployment, disability plan, wage continuation plan or disability insurance • Must be filed with SBWC no less than 10 days prior to hearing	SBWC; all parties to claim	None
WC-PMT	• Filed by claimant to force employer/insurer to show cause as to why a particular treatment/testing recommended by an authorized medical provider has not been authorized • Telephonic "show cause" conference is set with ALJ not more than five business days from date of filing • Employer/insurer can authorize or controvert treatment/testing by filing a response and completing Section C or D, which cancels telephonic conference	SBWC; all parties to claim	None
WC-PMT(b)	• Filed by employer/insurer to force the employee to show cause as to why an order should not be issued directing him/her to attend an appointment with an authorized medical provider • Telephonic "show cause" conference is set with ALJ not more than five business days from date of filing • Employee can agree to attend appointment and file response, completing Section C • If employee fails to attend, employer/insurer can file Section D of the WC-PMT(b), which sets additional conference for employee to show cause as to why benefits should not be suspended	SBWC; all parties to claim	Attached documentation showing the employer/insurer or ATP gave the employee notice of the appointment
WC-R1 Request for Rehabilitation	Employer/insurer shall file in the following instances: • Within 48 hours of catastrophic acceptance designating catastrophic supplier • To request a rehab supplier • To request reopening of rehabilitation • Upon request of the SBWC	SBWC	WC-1 naming catastrophic supplier
WC-R1CATEE Employee Request for Catastrophic Designation	• Filed by employee when employer/insurer will not voluntarily accept request for catastrophic designation • Objection must be filed within 15 days of the date listed on the certificate of service	Objection filed with SBWC and all parties to claim	Supporting medical and/or written documentation should be filed with objection