

Supervisor's Workers' Compensation Checklist

■ EMERGENCY

- ◆ Take appropriate first aid measures
- ◆ Obtain emergency care if needed – **After Hours Care:** Send injured party directly to ER. Claim can be reported to Shared Services Claims Department the next business day.
- ◆ If this is a catastrophic injury please send injured party to nearest Emergency Room, call Shared Services Claims Department @ 1-800-641-6330.
- ◆ Notify Shared Services Claims Department at 1-800-641-6330 or 717-796-1459 for a non-catastrophic injury on the next business day.
- ◆ After emergency treatment is obtained:
 - Complete a “First Report of Injury”
 - Provide worker with a copy of the panel of providers
 - Have injured worker sign “Acknowledgment of Rights and Duties”

■ NON-EMERGENCY

- ◆ Complete a “First Report of Injury” and send to HR. They will phone or fax information to Shared Services Claims Department
 - Phone: 1-800-641-6330 or 717-796-1459
 - Fax: 1-800-706-9344 or 717-796-1916
- ◆ Provide worker with access to or a copy of the panel of providers
- ◆ Have injured worker sign “Acknowledgment of Rights and Duties” form
- ◆ Shared Services Claims Department is available to assist with obtaining an appointment during business hours 8 am to 5 pm

■ RETURN TO WORK

- ◆ Prepare for possible modified work for injured worker.
- ◆ Review the work restrictions given by the provider and ensure that the employee is staying within those guidelines.