

## ERIE COUNTY WORKER'S COMPENSATION NOTICE – PROCEDURE

If you suffer a work-related injury, your health and well-being are our first concern. To ensure proper processing of your claim, the following information will be helpful and these procedures **MUST** be followed:

### **TO REPORT A CLAIM:**

1. Report the injury to your supervisor IMMEDIATELY. The supervisor or a designated person in your building is required under the PA Worker's Compensation Act to file an Employer's Report of Occupational Injury – Incident Report & a Supervisor Investigation Report.

Both of these forms can be found on the Erie County website:

[www.eriecountygov.org/employeeforms/](http://www.eriecountygov.org/employeeforms/)

2. Submit the completed Incident Report & Supervisor's Report to Andrea Parknow in Personnel via fax at (451-6484)

**\*\*\* ALL CLAIMS MUST BE SUBMITTED WITHIN 24 HOURS OF THE INCIDENT \*\*\***

### **FOLLOW-UP TREATMENT FOR A WORK-RELATED INJURY:**

1. If you suffer a work-related injury, Erie County Worker's Compensation Insurer PCOMP will pay for reasonable surgical / medical services and supplies, orthopedic appliances and prostheses, including training for their use.
2. In order to ensure that your medical treatment will be paid for by PCOMP, you **MUST** continue to treat with one of the health care providers listed on the Erie County Designated Worker's Compensation Physician Panel for at least ninety (90) days from the date of your first visit.
3. If you are faced with a medical emergency, please seek help from any emergency personnel immediately. You must then seek subsequent treatment from a panel physician for at least ninety (90) days from the date of your first visit.
4. If one of the panel health care providers refers you to a specialist, PCOMP will pay for these services.
5. After this ninety (90) day period, if you still need treatment, you may choose to continue with a panel physician or you may choose another non-panel health care provider.

If you choose to treat with another non-panel health care provider, your medical bills will only be paid if you notify PCOMP or the Erie County Personnel office of the change within five (5) days of the first visit **AND** your chosen health care provider files reports as required. These reports **MUST** be filed within ten (10) days after your first visit and at least once a month for as long as the treatment continues.

### **CONTACT INFORMATION:**

#### **Erie County Employee Contact:**

Andrea Parknow, Risk Management Coordinator

Phone: (814) 451-6292

Fax: (814) 451-6484

#### **Worker's Compensation Insurer:**

PCOMP

P.O. Box 60769

Harrisburg, PA 17106

Phone: (800) 895-9039