

Supervisor's Workers' Compensation Checklist

Emergency

- Take appropriate first aid measures
- Obtain emergency care if needed – **After Hours Care:** Send injured employee directly to nearest emergency department. If this is a catastrophic injury, please send injured employee to nearest emergency department, call SSC at 1-800-641-6330, 717-796-2200 or the Claims cell phone at 717-448-9694. You will receive a return call.
- Notify SSC at 800-641-6330 or 717-796-2200
- 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

Option 1 – Employee / Supervisor call in

- **Employer** Completes a "First Report of Injury" **with Employee**
- **Employee and Supervisor** call SSC jointly at 800-641-6330 or 717-796-2200
- As appropriate **Supervisor** notifies internal staff
- Provide worker with access to or a copy of the panel of providers
- Have injured worker sign "Acknowledgment of Rights" form
- SSC Claims Department is available to assist with obtaining an appointment during business hours

Option 2 - Employee notify supervisor and then directed to call SSC Claims Department

- **Employer** Completes a "First Report of Injury" **with Employee**
- **Employer** Phone or Fax information to SSC Claims Department
 - ✓ Phone: 800-641-6330 or 717-796-397-9600
 - ✓ Fax: 888-683-8179 or 717-796-1916
- **Employee** calls SSC at 800-641-6330 or 717-796-2200
- As appropriate **Supervisor** notifies internal staff
- Provide worker with access to or a copy of the panel of providers
- Have injured worker sign "Acknowledgment of Rights" form
- SSC Claims Department is available to assist with obtaining an appointment during business hours

Other Arrangements

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.