

PLEASANT VALLEY SCHOOL DISTRICT
Brodheadsville, PA 18322



Work-related accident/injury procedures –

**If a co-worker is injured and unable to drive themselves and a family member can not be reached, DO NOT transport them to a doctor or hospital in your personal vehicle.
Always call 911 for an ambulance.**

Procedure to follow when completing an accident/injury report for Workers' Compensation for your own work-related accident/injury –

Supervisor responsibility:

1. Give Encova Insurance Packet to injured employee. Make sure they complete the enclosed Claim Filing Form. Please note, items highlighted on the Claim Filing Form **MUST** be completed in order to process the claim. If the employee returns the completed form to you, please forward to Rosemarie Lobe-Waller at the District Office.
2. Complete the Accident Investigation Google Form sent to you by Rosemarie Lobe-Waller via email.

Employee responsibility:

Report the work-related accident/injury to supervisor immediately. After getting the insurance packet from your supervisor, follow instructions in packet to report work-related accident/injury as follows:

- ✓ Complete the Claim Filing Form in its' entirety, including a list of any witnesses to the incident. All highlighted fields **MUST** be completed to file the claim.
- ✓ Forward the completed form to Rosemarie Lobe-Waller at the District office to file with Encova.
- ✓ Seek medical treatment with one of the providers listed on your Panel of Providers enclosed in your Encova Insurance Packet. The Panel of Providers can also be located on the Pleasant Valley Web site – Departments – Business Office – Benefits - Workers Comp Panel of Providers.
- ✓ Give your claim number and Encova's address to all medical providers.
- ✓ Use the Pharmacy Sheet and temporary pharmacy card to fill scripts issued for treatment of your work-related accident/injury.
- ✓ Complete all documents in the packet as soon as possible. Make sure you complete and sign the Medical and Employee Record Release form and leave it with your health care provider.
- ✓ Sign and return the Employees Rights and Duties to Rosemarie Lobe-Waller, District Office.
- ✓ Notify your district Workers' Compensation Coordinator immediately when you receive a return to work date.

Failure to complete the above steps following a work-related accident/injury may result in your not being able to collect the Workers' Compensation benefits to which you are entitled.

Instruction and information regarding reporting work-related injuries are available to district employees through the employee portal on the district web site—PV Home Page – Staff – Employee Portal.