

Workers' Compensation:

An PFSA employee injured at work may be entitled to wage loss and medical benefits. Once an employee reports an injury, their supervisor files an injury report and the agency will review the injury. This results in the filing of a claim. The claim is approved or denied by the commonwealth's claims administrator. Approved claims are managed jointly by the agency and the claims administrator. <https://www.wcais.pa.gov>

Workers' Compensation Coordinators manage the workers' compensation program in each agency. Coordinators are responsible for:

- Providing new employees with required program notifications.
- Ensuring claims are filed timely and through ESS when possible.
- Investigating new reports of a work related injury or accident.
- Working with the commonwealth's claims administrator, the agency, and the employee to expedite a return to work.

The checklist for injury leave is noted below to ensure appropriate notification and steps are taken for each claim.

Employees duties associated with a Workman's Compensation claim are as follows:

- Notify both your direct supervisor (Head Coach) and Program Director if an inquiry occurs during PFSA employment duties.
- Provide details associated with said injury including, but not restricted to, the following:
 - Employee Name
 - Time, location and other details associated with incident documenting type and method of injury
 - If occurred while on the job
 - Medical treatment and notifications, including Ski Patrol, medical facility and Doctor(s), where applicable.

PD duties associated with Workman's Compensation Information:

Upon employee notification of work place injury PFSA Program Director shall, within 24 hours (or as soon as logistically possible), contact the Claim Handler with the following information:

- Contact Claim Handler 570-963-4635
- Policy Number 05918300
- Employee Name
- Employee Date of Birth
- Employee Address
- Time of incident
- Location and other details as to type and method of injury
- If occurred while on the job
- Lost wages (employment records as to prior periods)
- Doctor Panel (where applicable)
- Notify PFSA Board of Directors of injury, employee's status with updates, and details relating to notification of Claim Handler.

Additional information relating to WC can be found

at <https://www.hrm.oa.pa.gov/workplace-support/workers-comp/Pages/forms-tools.aspx>