Workers' Compensation Process Information

Workers' compensation is designed to help workers who are injured on the job. When an employee files a workers' compensation claim, the responsibility for moving the process forward is shared between the employer and the injured employee. To ensure a smooth claims process for all involved, you have a respective list of duties. Below is a flow chart illustrating the basic process and expectations throughout the Work Comp Process.

Report your injury

When should you report your injury?

Report your injury as soon as it happens

What if the incident occurs after hours?

Utilize your office's On Call Phone Number

Who do you report to?

Report injury to the on-call team at 412-576-1909, as well as the Nurse Supervisor at the facility you are working at.

What if your Nurse Supervisor is not available?

The on-call team will be available to report the injury to immediately. They will also provide instructions on what needs to be done.

What paperwork are you responsible for?

The facility has an incident report that must be completed. The facility will provide a copy of the incident report to ePeople.

Who will assist you through the Work Comp Process?

The HR Director will assist you.

Seek Medical Attention

When should you seek medical attention?

As soon as possible

How do you know where to be seen for your injury?

For initial injuries, you can be seen at Concentra or MedExpress; depending on the severity of the injury and the time of the injury, you can go to the closest Emergency Department.

If it is recommended you see a specialist (ortho, neuro, etc.) the company can provide you with a panel of approved medical providers.

What if it is an emergency?

Go to the closest Emergency Department and follow up with your supervisor and our HR Director after your visit

How do you know when you can return to work?

When you are seen, the provider will either deem you well enough to return to work, or you may be on modified or restricted duty. After follow up appointments with the provider, they will decide when it is safe for you to return to work.

How many appointments do you have to go to?

This depends on what the provider decides. For example, if an injury is deemed as severe enough to put you on modified or restricted duty, there may be multiple follow up appointments with different speciality providers.

Maintain Contact with the Company's HR Director

When should you contact the HR Director?

Typically, the HR Director will reach out to you regularly throughout the Work Comp Process to, for example, conduct an investigation, inquire on updates of your injury, request for documentation, etc. However, you are equally responsible for contacting and updating the HR Director. Some examples of items to contact the HR Director regarding are listed below:

- If you have any questions at all regarding the Work Comp Process, they are your best resource
- If you have a doctor's appointment, you should update the HR Director with details regarding your visit (if there are follow up appointments; what your status is ex. modified, restricted, or full duty; when you are predicted to be able to return to work, etc.)
- -Provide any paperwork received during doctor's visits to the HR Director

Why is it important to respond to the HR Director's communications and requests as well as initiating contact in order to keep them updated?

Lack of response/communication may negatively impact your workers' compensation benefits.

Returning to Work

When can you return to work?

The provider will determine when you are cleared to work.

What do you need to provide to be able to return to work?

You must provide the HR
Director with a form signed
by the provider expressing
you are cleared to work on
Full Duty. This is for your
safety and the safety of your
patient.

Once you have reviewed the
Work Comp Process Information
on this page, please initial to
acknowledge understanding:

Initials: _	
Date:	