

6 Steps to Workers' Compensation at Penn State University



STEP 1: REPORT THE INJURY

Penn State wants to help you with every step of your recovery. In order for us to do so, your first step should be to notify your supervisor of any work-related injury, even if you don't think you need treatment. Your claim will be sent electronically to Penn State's Workers' Compensation office.

Once reported, an insurance adjuster will review and evaluate your claim to determine whether or not you are eligible for Worker's Compensation coverage.

Your supervisor will provide you with a copy of the following:

- Your injury report
- Employee notification form
- Healthcare Provider Panel list for your area
- Retail pharmacy program
- Workers' Compensation information sheet
- Workability form
- Employee Description of Injury Form

STEP 2: MEDICAL TREATMENT

Penn State Workers' Compensation insurance pays related medical and surgical expenses for treatment you receive for injuries sustained on the job. If your injury results in an immediate medical emergency, you should seek urgent care at an emergency facility.

If your injury results in the need for ongoing medical care, during the first 90 days of treatment you must use a physician from Penn State's Healthcare Provider Panel. Failure to treat with a Healthcare Provider Panel during that period may result in unpaid medical expenses.

STEP 3: COMMUNICATE

Effective communication is essential for all parties involved in the Workers' Compensation process. You should remain in contact with your Human Resource Representative, supervisor, and insurance adjuster. You can also call Penn State's Workers' Compensation office.

STEP 4: PRESCRIPTION COVERAGE

Penn State provides a convenient system for you to obtain prescription drug coverage for your work-related injury with no out-of-pocket expense. The retail pharmacy program is available at many major pharmacies.

STEP 5: RECOVERY

Recovery from some injuries may require you to be placed on restricted job duty. A doctor's note placing you on restricted job duty or taking you off of work is required. If your department is unable to accommodate your restrictions or you are medically restricted from performing your job responsibilities, you may be entitled to lost-time wage replacement payments.

STEP 6: RETURN TO WORK

In order to return to work safely, you must provide a doctor's note to your supervisor and Human Resources Representative confirming your release to work.

