

Villanova University
Department Of Human Resources

Workers' Compensation Procedures – Reporting a Claim

When a University employee is injured at work, appropriate medical treatment should be obtained immediately. For emergency medical care, the University utilizes Bryn Mawr Hospital Emergency. The University also utilizes Concentra, in King of Prussia, for conditions that are not life threatening. This facility offers comprehensive medical services to deal with all aspects of a work-related injury. A claim should be reported as follows:

- 1) The injured employee is responsible for reporting the work-related injury **immediately** to his/her department head/supervisor.
- 2) The department head/supervisor is responsible for reporting the injury to **The PMA Insurance Group**, the University's insurance carrier, **by calling 1-888-476-2669** during normal business hours from Monday to Friday. Any injuries during the weekend should be reported Monday morning. The department head/supervisor is also responsible for reporting the injury to Human Resources by completing an **Occupational Accident Investigation Report**.
- 3) To assure that the medical treatment will be paid by **PMA**, the injured employee is required to obtain medical treatment with a physician or healthcare provider on the **panel provider list**. The panel provider list is posted on the **employee bulletin boards** and on the **Human Resources website**.
- 4) The injured employee must continue medical treatment with the panel provider physician for **90 days** from the date of the first visit.
- 5) After the 90 day period, if the employee continues to require medical treatment, he/she may choose to go to another physician. However, the employee must notify Human Resources and PMA within 5 days of the first visit to assure payment of medical treatment from that physician.
- 6) A PMA nurse practitioner will contact the employee once the injury is reported to obtain information about the accident, assess the employee's medical condition, and schedule follow-up care with a physician if necessary.
- 7) If there are any questions, please contact **Annette Lucidi, Employee Benefits Administrator at Ext. 9-4239**.

PMA POLICY #: 209875-9177056 / LOCATION CODE: 0001 / BUREAU CODE: 031

PMA TELEPHONE NUMBER: 1-888-476-2669