



Safety Alert

If You are Injured at Work, Report it ASAP!

A Conference employee was recently injured at work, in the course of performing their duties. They were unsure of how to report this and to obtain medical treatment. **It is VITAL you report a workplace injury as soon as possible**; the Conference's Workers' Compensation program is available to employees who sustain workplace injuries.

How do you report a workplace injury?

First, report the injury to your direct supervisor or manager. If you're unable to do that in a prompt manner, all injury reporting information can be found at the Conference website at <https://susumc.org/workplace-safety/>. See the section "Reporting Workplace Injuries". Follow the instructions located here (all the necessary forms are here): You and/or your supervisor must:



1. Complete the Workers Compensation [Claim Form](#) – Employer's Report of Occupational Injury or Disease. **Be sure to include all information especially the Employer Federal Identification Number on the form.**
2. Forward completed form and a copy of the latest W-2 or pay stub for the injured employee to the Finance Office – FAX 717-766-7696 or email jmackey@susumc.org.
3. Once your claim has been submitted, you will be provided with a claim number for your medical provider to use in their billing process. Your church has a Physicians Panel for your county (also located here: <https://susumc.org/safety-forms-resources/>). You **MUST** seek treatment from a physician listed on the panel for the first 90 days. After the initial 90 days, you may treat with a licensed medical provider of your choice.
4. For additional assistance, please direct all questions to Rev. Jason Mackey: jmackey@susumc.org or call 717-766-5275.

First Aid only?

If your injury appears to need simple first aid only, you may treat yourself but you are asked to file an injury report nonetheless. This helps the safety committee track trends and identify opportunities to avoid future injuries. And in the event your injury does require medical treatment, you will already have the claim set up.





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What if medical treatment is needed?

If you need medical treatment, you **MUST** go to one of the medical providers identified on the Physician Panel selected for your church/office/camp location. These providers have been chosen for their expertise and you **must** treat with one of these providers for up to 90 days. After that period, you may select your own medical provider. Please note that if you don't treat with one of the medical providers posted at your location, your Workers' Compensation claim could be denied, per Pennsylvania law.

Find your physician panel here: <https://susumc.org/safety-forms-resources/>

What if your injury is an emergency?



If the injury is serious and life- or limb-threatening, ask someone to call 911 and go to the nearest emergency room via ambulance. Do NOT drive yourself to the hospital.

Who administers the claim?

Inservco is the "third party administrator" that handles Conference claims. You will be contacted by an Inservco claims adjuster soon after an injury is reported. The adjuster will assist you throughout the entire claim process.

Our goal is zero injuries...

Of course, the goal is to work safely and avoid injuries. But if you are injured at work, know that there are processes in place to assist you.

For information on employee safety resources, visit the Conference Safety Committee website: <https://susumc.org/workplace-safety/>

We want to hear from you!

Have questions, concerns, suggestions? Contact: Anne Jackson - ajackson@rcmd.com