

Report Workplace Injuries in 24 hours

Benefits of Early Reporting

- Establishes the claim
- Allows claims adjuster to begin management of the claim sooner
- Speeds delivery of necessary benefits
- Increases early return-to-work opportunities

Reporting the Injury is Easy

When you call you will be asked to provide the information listed below. If you are not able to provide all the information initially, the minimum information needed is shown in italics:

INJURY INFORMATION

- *Date of injury/date of last exposure*
- Time of injury
- Description of accident
- *Nature of injury*
- Witness information (if available)

EMPLOYEE INFORMATION

- *Name*
- *Social Security Number*
- *Address*
- Phone number
- *Date of birth*
- *Gender*
- Marital status
- Employment status
- *Primary work location*
- Work schedule



To report an injury,
please call

717-938-9577

and ask to speak with the
West Shore School District's
Workers' Compensation
Representative.

