

**EMPLOYEES' REPORTING PROCEDURES
FOR
ALL WORK-RELATED INJURIES**

- 1. All work-related injuries must be reported within 48 hours to the Comptroller's Office. An "Employee Accident Report" and a "Consent to Develop Medical and Wage Information" must be completed, signed, and returned to the Comptroller's Office within 48 hours from the date of the incident.**
- 2. The injured employee should seek medical attention (if required), and furnish a medical report to the Comptroller's Office. Disability certificates written on prescription sheets will not be accepted. The report should be narrative in format.**
- 3. Once an Employee Accident Report form is submitted, a C-2 form will be completed by the Comptroller's Office if there has been any loss of work time or medical bills incurred. It will then be submitted to our Third Party Administrator, RMSCO, for processing and submission to the Workers' Compensation Board.**
- 4. The employee should notify the Departmental Supervisor, and submit the doctor's return-to-work order before returning to work.**
- 5. Once the above action has been taken, your claim will be self-sufficient and will not require follow-up by you. When questions arise regarding your claim, you should contact the following personnel at RMSCO:**

**Amanda Sailor (Claims Adjuster)
at
PMA
PO Box 25250
Lehigh Valley, PA 18002
1-(800)-329-6185 Ext 159**