

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

- 1. All work-related injuries/illnesses must be reported within 48 hours to the Comptroller's Office. A "Workers' Compensation Claim Report" must be completed, signed, and returned to the Comptroller's Office within five (5) days of the accident/illness.**
- 2. The injured/ill employee should seek medical attention (if required), and furnish a Disability Certificate to his/her Supervisor if he/she is to remain out of work.**
- 3. Once a Workers' Compensation Claim Report is submitted, a C-2 form will be completed by the Comptroller's Office if there has been a loss of time worked, of one day or more, or medical bills incurred. The C-2 will then be submitted to our Third Party Administrator, PMA Management Corp. for processing and submission to the Workers' Compensation Board.**
- 4. Prior to returning to work the "Release to Work Statement", completed by your physician, must be submitted to the Comptroller's Office (Deputy Chief or Police Chief if a member of the PBA) before returning to work.**
- 5. When questions arise regarding your claim, you should contact the following personnel at PMA:**

**Vicki Halpen (Claims Adjuster)
at
PMA Management Corp.
PO BOX 5231
Janesville, WI 53547
1-(800)-329-6185
Ext. 0159**