



SYRACUSE CITY SCHOOL DISTRICT

Office of Risk Management

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Superintendent of Schools

Risk Management Website: FAQs

Workers' Compensation – Employee illness and injury:

If I am injured on the job or become ill due to a work-related activity, where do I report my claim?

All claims should be reported to the Lead Secretary in your building or department. They have the necessary forms available.

Should my claim be reported even if I do not seek medical care and do not miss any days of work?

Yes, it is the SCSO policy that all claims be reported. Your claim report will be kept on file for record purposes only. However, it is also important to file so that we can determine if there are workplace hazards or practices that can be addressed.

How quickly must I report my claim?

Claims should be reported immediately. If you are hospitalized or unable to complete the report, a preliminary report will be filed by your supervisor or the lead secretary. However, as soon as possible after the accident, you should complete an injury/illness form and file it with the lead secretary.

Does filing a report mean that my claim has been accepted for workers' compensation?

Once your claim has been filed, our claims management company, PMA, will review the claim to ensure that it meets necessary criteria.

How do I obtain my claim number?

You will receive a letter from the PMA with your claim number and claims management contact information and your adjuster's name and contact information.

Where should I send my medical bills?

All bills should be sent to: PMA Customer Service Center, PO Box 5231, Janesville, WI 53547-5231.

What number should I use to contact our claims management company, PMA?

You can call the toll-free number 1-888-476-2669, or if you have received your letter from PMA it will include the adjuster's name and phone number.

What should I do if my primary care physician does not accept Workers' Compensation?

If your physician does not accept Workers' Compensation or you do not have a primary physician you may contact IMA (Industrial Medical Associates) at 315.478.1977. They are located at 961 Canal St. in Syracuse.

Other:

If I am witness to an injury or a crime on a school district property or to another employee in the course of SCSD work related activities, what should I do?

Contact your supervisor or lead secretary immediately. They will walk you through the correct procedures for the specific type of incident that you witnessed.

If I have personal property stolen, what recourse do I have?

In most cases, the District is not responsible for loss of or theft of personal property. However, if you feel you have a justified claim, you should, immediately following the incident, notify the Risk Management Office at Central Office.