

Worker's Compensation

Summary

Employees who are injured while on the job in College service are covered under Worker's Compensation Insurance. This coverage provides partial income payments in lieu of lost wages, as well as certain injury-connected medical payments. This coverage applies to all employees, including full-time, academic full-time, part-time, temporary, and student workers.

Report accidents/injuries to HR

Regardless of the severity of the injury (major/minor, slip/fall, cut/scrape, etc.) a prompt report of any accident should be made by completing the online **Workers Compensation Claim Form**.

Non-exempt/Hourly employees:

1. Contact Human Resources as soon as you know you will be out of work due to your Worker's Compensation claim.
2. After a seven calendar day waiting period, you will begin receiving payments from PMA
 - a. 2/3 of your avg weekly salary up to a max of \$400/wk
 - b. Medical expenses are covered 100%
3. While receiving payments from PMA we suggest that you supplement those payments using your available sick time.
 - a. Use of half day sick days is suggested and is the maximum amt you can use **or**;
 - b. You may use only enough hours to cover your insurance payments – HR can figure out this number for you **or**;
 - c. If you don't want to or have no sick, vacation or personal time to use, HR will direct bill you for your insurances.
 - d. **Please advise HR of the leave hours you would like to use prior to your first day out of work.**

Questions?

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***Login to portal.lemoyne.edu to report your claim.**
portal.lemoyne.edu > Faculty/Staff Resources > Human Resources > Reporting an Injury at Work

PMA Management Corp

Account #: 6282123

1-800-329-6185

Medical Bills & Medical Records

Send to:
PMA-Medical Bill
PO Box 5231
Janesville, WI 53547-5231

Correspondence

Send to:
PMA-Customer Service Center
PO Box 5231
Janesville, WI 53547-5231

• including pharmacy bills, injured worker/insured reimbursements, expense bills, medical bills associated with PAL claims, independent medical exams, attorney bills, job description/analysis, job capacity/physical capacity, mileage reimbursements, shoes, glasses, fee agreement arrangement (Paradigm, ALTA), case management bills, voc rehab, medical notes/records not accompanied by a Medical Bill.