



# Workers' Compensation at a Glance

West Chester University

## Steps to Follow when Injured at Work:

1. Immediately notify your supervisor of your injury
2. Complete an "Employee Incident Report" form with your supervisor on the same business day as the injury
  - A. The form can be found on the Forms page of the Human Resources website: <http://sp.wcupa.edu/vp/afa/HR/forms/SitePages/Home.aspx>
  - B. Be sure to include as much detail as possible regarding the injury
  - C. When form is completed, and signed by both you and your supervisor, email the completed form to Desiree Norris ([dnorris@wcupa.edu](mailto:dnorris@wcupa.edu))
3. If medical attention was sought and/or time was lost from work due to the injury, a claim will be filed by Human Resources with Inservco, our third party workers' compensation insurance company
4. If a claim is filed, Inservco will review the claim information to determine if it is compensable under the Workers' Compensation Law. Once this determination is made, Inservco will notify you directly whether or not the

**WCU Workers'  
Compensation Contact  
Information:**

Desiree Norris  
(610) 436-3232  
[dnorris@wcupa.edu](mailto:dnorris@wcupa.edu)

**To view the list of panel  
doctors, visit:**

<http://sp.wcupa.edu/vp/afa/HR/Forms/SitePages/Home.aspx>

### Tips to Remember:

- Even if you do not immediately seek medical attention or lose time from work, it is beneficial to fill out an incident report form. This will put the information on record in the event that later you must seek medical attention or lose time from work.
- Notify your supervisor immediately of any medical attention or lost time due to your injury.
- If you do choose to seek medical attention for a non-emergency, be sure to make an appointment with a panel physician, not the student health center. Employees must treat with one of West Chester's University's approved panel physicians for the first 90 days. Keep your supervisor informed of any related medical appointments regarding your injury so we can be sure we follow up with the physician and accommodate any restrictions where possible.
- If time is lost from work, you are responsible for contacting your supervisor as soon as your doctor certifies that you are able to return to work.