



Work Injury Procedure – effective 11/01/2023

In the event of an Emergency, call 911 or go to the nearest Hospital or Emergency Room

Step One: Report incident at time of injury

Call Medcor immediately at **815-846-0010** to report your injury and file a claim. Please be prepared to give them your social security number, supervisor name and any witnesses. This is vital information needed to start your claim. Here is our corporate office address if needed.

**184 High Street, Suite 701
Boston, MA 02111**

Step Two: Medical Treatment

If you are referred for medical treatment: You must email a copy of the Work Status report and/or any other medical documents provided by the clinic to: HR.LOA@SSG-Healthcare.com on the day of your visit. If your provider gave you work restrictions, do not report back to work until LOA has confirmed with your recruiter that the restrictions can be accommodated. If you have been written out of work, we will provide you with follow up information regarding worker's compensation leave. Continue to provide any updated medical documentation to the LOA Team if continued treatment is needed.

If medical clinic treatment is NOT recommended and you feel symptoms are persisting, please contact Medcor again and explain your current symptoms.

Step Three: Following your medical visit

If cleared to return to work with or without restrictions and you choose to time off to further recover, please follow your normal call our procedure. This time would be subject to regular absentee policy.

If needed: Medical bills may be sent to the address below. Your assigned PMA claims adjuster will be in contact with you within 24-48 hours.

Workers' Compensation provider: PMA

Policy number: 202300 1459288

Billing address for PMA:

PO Box 5231

Janesville, WI 53547-5231

Phone: 888-476-2669

www.pmacompanies.com

Employer name: The Stepping Stones Group

Timesheets:

It is very important to note that you only enter time that you work on your timesheet. Any time that you miss due to your injury should not be recorded on your timesheet. Any compensation benefits due will be remitted by PMA (not SSG payroll). Any questions regarding eligibility for compensation should be addressed with the claims adjuster that is assigned to you.

***Important note:** If you are in **OH, WY, WA or ND**, please do **not** contact Medcor or PMA.* These are statutory states and you will file your claim with the state and follow your state's workers' compensation process. Please contact HR.LOA@SSG-Healthcare.com to inform us of your injury and discuss next steps.