



## Senior Community Service Employment Program

### Workers' Compensation Claims Process

1. Work-related injury occurs.
2. Trainee immediately notifies the supervisor, to which he/she is assigned, **and** the VANTAGE Aging Project Director, of the injury. If the supervisor is unavailable, the trainee shall notify the next appropriate individual.
3. The Supervisor directs the Trainee to the nearest medical facility. (For initial medical treatment any provider may be used. Subsequent treatments must be at one of the Bureau of Workers' Compensation Certified Providers.)  
**Our Provider is: Sheakley Unicom, Inc.**
4. As soon as possible after the accident, the supervisor reports the injury to VANTAGE Aging by completing the "**Accident Investigation Report**". Witnesses to the accident should, individually write, sign and date brief statements to be attached to the Accident Investigation Report.

Documentation, including witness statements, off work slips, and any other information for the claim should be sent to VANTAGE Aging, as indicated below:

VANTAGE Aging  
Attn: Sue Henige  
2279 Romig Road  
Akron, OH 44320-2332

Phone: 330-762-8666, x 186  
Toll Free: 800-554-5335, x 186  
Fax: 330-762-5571

***Note:** Please initially FAX all documents and then send the original copies by mail.*

**If you have any questions about a claim or completing the forms,  
Call Sue Henige, 330-762-8666 or 1-800-554-5335 ext. 186**

### **IMPORTANT!!**

**Please notify VANTAGE Aging within 24 hours of an injury.**