



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 Regional Workforce Development Manager, 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.)
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 by email or fax, as indicated below:

VANTAGE Aging
Attn: Director of Human Resources
Phone: 330-253-4597, x 173
Toll Free: 800-554-5335, x173

If you have any questions about a claim or completing the forms, Call Jenna Helmuth 330-7253-4597 ext. 173

IMPORTANT!!

Please notify VANTAGE Aging within 24 hours of an injury.