

***When you are injured on the job, what is the process for a work-related injury?***

An [Injury Report Claim Form](#) must be completed within 24 hours. Notify your Supervisor and [Human Resources](#) or the [EHS/Risk Manager](#) to report your injury immediately. For additional information, review the entire [Work-Related Injury Reporting Procedure](#).

***What happens after I report my claim?***

Once your claim is reported we notify our claims administrator, SISCO. You will receive a follow-up letter in the mail from SISCO and may be assigned a nurse case manager.

***Who is SISCO?***

SISCO is an independent claim adjusting firm that has been retained by the college to handle claims for injured employees.

***What if I require medical treatment?***

If you require medical treatment, contact the [EHS/Risk Manager](#) for a claim number. You must go to one of the [Panel of Providers](#) for treatment.

***Who should I call if I need help locating a physician, physical therapist or need a prescription filled?***

Please contact SISCO at 410-339-5222. They are very willing to answer any questions and provide suggestions for medical providers.

***What if I must be out of work after a work-related injury?***

If you are required to miss more than three consecutive days, you must provide a physician note to [Human Resources](#) and SISCO. You must work with [Human Resources](#) to provide updates on your treatment and care.

***Will I still accrue vacation, personal, and sick time during lost time for a work-related injury?***

You will not be charged vacation, personal, or sick time during your lost time for a work-related injury.

***What happens to my paycheck if I am out of work due to a work-related injury?***

The college will continue to provide full pay during your absence and transition back to full duty. You will be required to sign and turn over any payments received from SISCO to the college

***Are Workers' Compensation payments taxed?***

No. Workers' Compensation benefits are paid at 2/3 of your salary. You will be required to sign and turn over any payments received from SISCO to the college since the college continues to provide your full pay during your absence and transition back to full duty.

***Are payroll deductions withheld while receiving Workers' Compensation benefits?***

No. The college will continue to pay you your full salary ensuring that all voluntary payroll deductions are made according to established guidelines.

***What about my medical and pharmacy bills?***

If you have a compensable injury or illness, authorized medical and pharmacy bills will be paid by SISCO. It is your responsibility to notify your providers that you have a Workers Compensation claim and provide your claim number and SISCO's information to the provider. ***You should not use your health insurance plan or pay for medical treatment related to your claim with your personal money.***

***What if I have restrictions and cannot return to my regular duties?***

If your physician places you on restrictions, but allows you to return to work, the college will work with you to attempt to address your restrictions including providing alternative work duties within and outside your department. This position may or may not be in your normal department and/or position.

***When may I return to work?***

Employees may return to duty when their physician releases them to transitional or full duty. The original physician's note must be provided to [Human Resources](#) prior to returning to work.

***What if I still have medical appointments after I return to work?***

Appointments can be scheduled during working hours. Any time lost due to medical appointments associated with your work-related injury will be paid as if you were working.

## College Contact Information

### Human Resources:

Kelley Williams: 610-409-3589

Cale Nelson: 610-409-3185

### EHS/Risk Management:

Carol McMillin: 610-409-3221



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### *Contact Information:*

#### Mailing Address:

PO Box 42737

Baltimore, MD 21284

Main: 410-339-5222

Fax: 410-410-583-5455

Email: [Sisco.claims@rcmd.com](mailto:Sisco.claims@rcmd.com)

Web: [www.siscoadvantage.com](http://www.siscoadvantage.com)



## Frequently Asked Questions:

### *Workers' Compensation Program*

*We are very sorry to hear that you have had an injury at work. We are committed to helping you during your recovery. Please review this information and let us know if you have any questions.*

*We wish you a speedy recovery!*

*Your Human Resources and EHS/Risk Management Team*