

GILES CHEMICAL		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date :03/06/2008
Author: Doris Clark	Title: Reporting Workers Compensation	

## I. PURPOSE

This procedure is designed to implement a consistent practice for reporting Workers Compensation claims to our third party administrator, PMA Management Group.

## II. PROCEDURE

- An incident report must be completed by the Manager and/or Safety Manager and signed by the employee for every single injury that occurs to any employee.
- Manager and/or Safety Manager must report the incident to the HR Manager along with a copy of the incident report.
- Employees located at the Waynesville facility should be directed to Urgent Care at Haywood Regional Medical Center in Clyde, NC. Employees located outside of Waynesville should be directed to the local emergency room.
- HR Manager must report the incident to the INSURANCE CARRIER (PMA Management Group 1-888-476-2669) as soon as possible – preferable the same day.
- In the event of the HR Manager's absence, the Safety Manager or her designee must report the incident to the INSURANCE CARRIER (PMA Management Group 1-888-476-2669).
- HR Manager will process claims for medical or drug costs.
- Manager and/or Safety Manager will follow up on employee status.
- Manager and/or Safety Manager should contact HR Manager when workers compensation claim closes.

### **REPORT A CLAIM:**

- Go to [www.pmagroup.com](http://www.pmagroup.com) or contact 1-574-234-0028, ext. 221.
- User name is policy number: 6616692 (Password: newclaim)  
Follow the "Report A Claim" instructions on screen.
- Obtain claim # to future reference.

### **Medical and/or Prescription Cost**

- Medical bills should be sent directly to, along with the claim #.  
PMA Management Corporation  
PMA Medical Bills  
P O Box 24278  
Tucson, AZ 85734-4278.
- Prescription should be taken to a local pharmacy.
  - Ask the pharmacy to call PMESYS 1-800-964-2531 to obtain an authorization for the prescription. Be sure to have the claim #.
  - PMESYS will contact PMA for authorization.
  - Once approved, prescription will be filled.
  - Pharmacy may or may not send the bill to Giles. If Giles receives the bill, it should be forwarded to:  
PMA Management Corporation  
PMA Medical Bills  
P O Box 24278  
Tucson, AZ 85734-4278.

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## TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
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