
HOW TO REPORT AN INJURY

All work related injuries or illnesses must be reported to your immediate supervisor and 1-800-633-1197 within 24 hours of the occurrence. In addition, incidents of a “near miss” nature must be reported to your immediate supervisor within 48 hours of the incident.

A. Steps to Report an Injury:

- If you are in a life threatening emergency situation, you should immediately seek medical treatment. Arrangements should be made to notify UPMC WorkPartners at **1-800-633-1197** and your supervisor as soon as possible.
- If the injury is not life threatening, report the injury to your supervisor and immediately call **1-800-633-1197** to report the work-related injury.

B. Medical Treatment:

- If your work related injury is not life threatening you must seek medical treatment with one of the designated panel providers. If you do not utilize the medical providers listed on the panel provider list you may be responsible for payment of any treatment.
- Within 24 hours of your report of injury, an employee of UPMC WorkPartners will contact you to ask a few questions to begin processing your claim. UPMC will inquire about your condition to be sure that you are receiving medical treatment as necessary.
- UPMC WorkPartners will also finish setting up your claim, complete the state Employer’s Report of Injury form and send a copy of this form to your home and union office if applicable.
- UPMC WorkPartners will also contact your supervisor within 24 hours to advise him/her that you have reported a work-related injury. Your supervisor will be asked to provide additional information about the injury.

C. Forms to Complete:

- Report your injury and work status to your supervisor as soon as possible and complete the Workman’s Compensation forms that discuss the City of Pittsburgh program.
- Your supervisor will also direct you to complete a City of Pittsburgh Work Injury Report Form for your specific department. Return the copies as per the instructions on the bottom of the report form.
- You must also complete any forms that are specifically required by your department.
- Your department is required to investigate the injury and complete an Incident Investigation Form. This form is to be completed by the department manager, supervisor or foreman.

