

## **NOTICE OF WORKERS' COMPENSATION INSURANCE**

If you experience a work-related injury, it is important for you to notify your supervisor *immediately*. Your supervisor must then contact the Judiciary Workers' Compensation Administrator at (717) 231-3309 to obtain the form necessary for you to file a Workers' Compensation claim.

To avoid processing and payment delays, claim forms should be completed and returned as quickly as possible. A claim form *must* be forwarded to the Judiciary Workers' Compensation Administrator at the address shown below before any medical or disability benefits can be paid under this program.

### **Judiciary Workers' Compensation Administrator**

AOPC – Human Resources  
601 Commonwealth Ave, Suite 1500  
PO Box 61260  
Harrisburg, PA 17106-1260  
(717) 231-3309

After a claim has been filed, all medical bills associated with a work-related injury should be forwarded directly to the Judiciary's Workers' Compensation Insurance Carrier. Injured employees should provide the address shown below to their treating physicians to ensure proper submission of bills.

### **Workers' Compensation Insurance Carrier**

Chubb  
Four Penn Center  
1600 JFK Blvd, Ste 400  
Philadelphia, PA 19103  
  
Phone: 800-523-4738

**REMEMBER**, it is **IMPORTANT** to tell your employer about your injury.