

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

If you experience a work-related injury, it is important to notify your supervisor *immediately*. You or your supervisor must then contact AOPC/HR, the Judiciary Workers' Compensation Administrator, at (717) 231-3309 or [human.resources@pacourts.us](mailto:human.resources@pacourts.us) to provide the necessary information to file a Workers' Compensation claim.

To avoid processing and payment delays, notification should be made as quickly as possible. A copy of your Incident Report and any other relevant information *must* be forwarded to the Judiciary Workers' Compensation Administrator so that any eligible 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  
[human.resources@pacourts.us](mailto:human.resources@pacourts.us)

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  
Fax: 1-800-664-1765

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