

Work Injury Procedure – effective 5/21/2025

In the event of an Emergency, call 911 or go to the nearest Hospital or Emergency Room

Step One: Report incident at time of injury

Call Sedgwick Nurse Triage Line **1-866-902-4744** for assessment and to report your injury. Please be prepared to give them your social security number, supervisor name and any witnesses, location or school district where you are working. This is vital information needed to start your claim. Here is our corporate office address if needed.

**184 High Street, Suite 701
Boston, MA 02111**

Step Two: Medical Treatment

- **If the nurse believes that the Employee should seek medical treatment, the most appropriate provider will be recommended and contacted to let them know that the Employee is on the way.**

If you are referred for medical treatment: You must email a copy of the Work Status report and/or any other medical documents provided by the clinic to: HR.LOA@SSG-Healthcare.com on the day of your visit. If your provider gave you work restrictions, do not report back to work until LOA has confirmed with your manager or recruiter that the restrictions can be accommodated. If you have been written out of work, we will provide you with follow up information regarding worker's compensation leave. Continue to provide any updated medical documentation to the LOA Team if continued treatment is needed.

- Please visit the SSG Accident Injury Page <https://ssgforme.com/workplace-injury-incidents/> for additional information, approved medical providers, incident reporting form, and other FAQ's regarding the worker's compensation process.

If medical clinic treatment is NOT recommended and you feel symptoms are persisting, please contact Sedgwick Nurse line again at **1-866-902-4744** and explain your current symptoms.

Step Three: Following your medical visit

If cleared to return to work with or without restrictions and you choose to time off to further recover, please follow your normal call our procedure. This time would be subject to regular absentee policy.

If needed: Medical bills may be sent to the address below. Your assigned Sedgwick claims adjuster will be in contact with you within 24-48 hours.

Workers' Compensation TPA" Sedgwick CMS

Policy number: 28740001

Billing address for Sedgwick

PO Box 14520

Lexington, KY 40512-4520

Phone:1-866-888-2011

Employer name: The Stepping Stones Group, LLC

Timesheets:

It is very important to note that you only enter time that you work on your timesheet. Any time that you miss due to your injury should not be recorded on your timesheet. Any compensation benefits due will be remitted by Sedgwick(not SSG payroll). Any questions regarding eligibility for compensation should be addressed with

the claims adjuster that is assigned to you.

***Important note:** If you are in **OH, WY, WA or ND**, please do **not** contact Sedgwick. * These are statutory states and you will file your claim with the state and follow your state's workers' compensation process. Please contact HR.LOA@SSG-Healthcare.com to inform us of your injury and discuss next steps.

Instructions to Employee:

Sedgwick Claims Management Services is the Third Party Claims Administrator for your work-related injury.

Refer to your posted list of medical providers. If you go to a non-participating provider, you must contact Sedgwick CMS at 866-888-0211 before seeking treatment. Otherwise, your medical expenses may not be covered.

In the event of an emergency, please go to your nearest medical facility for treatment and contact Sedgwick CMS as soon as possible after seeking treatment.