



## Senior Employment Center Employment Program

### Workers' Compensation Claims Process

1. Work-related injury occurs.
2. Trainee immediately notifies the supervisor, to which he/she is assigned, **and** the Senior Employment Center's Project Director, of the injury. If the supervisor is unavailable, the trainee shall notify the next appropriate individual.
3. The Supervisor directs the Trainee to the nearest medical facility. (For initial medical treatment any provider may be used. Subsequent treatments must be at one of the Bureau of Workers' Compensation Certified Providers.)  
**Our Provider is: Sheakley Unicom, Inc.**
4. As soon as possible after the accident, the supervisor reports the injury to Mature Services by completing the "**Accident Investigation Report**". Witnesses to the accident should, individually write, sign and date brief statements to be attached to the  
Accident Investigation Report.

Documentation, including witness statements, off work slips, and any other information for the claim should be sent to Mature Services, as indicated below:

Mature Services, Inc.	Phone: 330-762-8666, x 186
Attn: Sue Henige	Toll Free: 800-554-5335, x 186
415 S. Portage Path	Fax: 330-762-5571
Akron, OH 44320-2332	

***Note:*** Please initially FAX all documents and then send the original copies by mail.

**If you have any questions about a claim or completing the forms,  
Call Kiesha Butler, 330-762-8666 or 1-800-554-5335 ext. 186**

### **IMPORTANT!!**

**Please notify Mature Services within 24 hours of an injury.**