

# Employee Accidents and Injuries - File a Report

Accidents and injuries that occur at work, during your work hours, must be reported immediately to your direct supervisor, your school building administrator (if applicable, and different from your direct supervisor), and Puget Sound Workers' Compensation Trust. Puget Sound Workers' Compensation Trust is the third-party administrator who manages the district's employee accident reports and work injury claims.

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## **Puget Sound Workers' Compensation Trust is here to help.**

- Report the incident to your supervisor and call the Nurse Triage Helpline at 833-WCT-NURS (833-928-6877)
- In the event of a life threatening injury, call 911.
- If you indicate that you have sought or intend to seek medical care, a claim for workers' compensation benefits will be established for you. You will hear from PSWCT within 3 business days.

If you have questions, contact:

Puget Sound Worker's Compensation Trust  
800 Oakesdale Ave SW  
Renton, WA 98057  
[www.pswct.org](http://www.pswct.org)  
[pswct@psesd.org](mailto:pswct@psesd.org)

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Whether you choose to seek medical treatment for an injury or not, you are required to call the Nurse Triage Line at 833-928-6877 to submit an accident report. Once your report is submitted, it will be sent to your supervisor for review and investigation of the incident or accident.

If you are unable to work due to your work injury, or need accommodations, also contact **Cathy Bettinzolli** immediately to discuss your status and next steps. If you receive any doctor's notes please forward a copy to Cathy immediately upon receipt.

If you have general questions regarding workers' compensation benefits, please read **A Guide to Workers' Compensation and Benefits**. For specific claim questions after filing, please contact your claims adjuster with Puget Sound Workers' Compensation Trust at 253-778-7667.