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Office of Risk Management**
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The Agency of Administration's Office of Risk Management (ORM) has entered into an agreement with PMA Management Corp. of New England, Inc. (PMA) to administer the State of Vermont's workers' compensation and liability claims as well as workplace safety/loss control programs. The transition became effective as of October 2, 2016.

Vermont State Government employees who are injured on the job are covered under the State's Workers' Compensation Self-Insurance program. While administration of the Workers' Compensation and Liability program is transitioning to PMA, the benefit will remain unchanged, although there will be changes to some facets of how claims will be administered.

The ORM's website features a host of resources on the Workers' Compensation and Liability program, instructions on what you should do if you are injured on the job, and links to important forms including the "First Report of Injury" form. Follow this link to access the website at: <http://aoa.vermont.gov/secretary/divisions/workers-comp>.

What will happen if I had an existing claim that was filed before October 2, 2016?

All existing and future claims will be administered by PMA. Existing claimants will be receiving a letter in the near future from ORM notifying them of the transition to PMA, who his/her PMA adjuster will be, and other significant procedural matters relative to his/her claim.

Overview of what will change with PMA as program administrator?

- Supervisors will be filing new workers' compensation claims on behalf of their employees, and will be directed to an online reporting portal managed by PMA for completion of the "First Report of Injury" form. Supervisors will receive guidance from the Department of Human Resources representative assigned to his/her agency/department on how to submit the form, up until the time at which he/she is comfortable doing so without assistance.
- Claim numbers will be provided immediately after a claim is reported. If the claim is found to be compensable, the employee will receive a biweekly benefit check from PMA for their temporary or partial disability payments.
- Departments and employees will experience a more robust workplace safety program that will include risk assessments, ergonomic evaluations, in person and online safety trainings on relevant topics. We believe these preventative measures will help decrease overall costs to the State of Vermont.

Who should I contact if I have questions?

You should contact the Department of Human Resources representative assigned to your agency/department with any questions regarding reporting an injury, how to code your time report while your claim is being reviewed and/or accepted, and the process of returning to work if you experience a workers' compensation claim related absence. A full listing of Human Resources Representatives is located on the Department of Human Resources website <http://humanresources.vermont.gov/about-us/contact/hr-field-representative-locator>.

You may also contact Rebecca White, Director of Risk Management at Rebecca.White@vermont.gov or (802) 828-1010.

- Rebecca White

