

Baltimore County Public Schools 2025-2026 Workers' Compensation Process

Step 1:

Employees who are reporting a work incident/injury claim must report their work incident/injury to the designated leadership staff member at the school.

Please note: To complete **Step 3** of this process, the employee must know the name/email address/phone number of the leadership designee at their school who will be listed on the claim as their "supervisor".

- It is suggested that each school duplicate this document: [Employee Information Document](#) and have it available in the nurse's suite or in the front office in the event of a workers' compensation claim.
- The document should include the following information:
 - **Employee ID:** This would be blank and filled in by the school nurse or administrative secretary – whoever is currently overseeing the processing at the school.
 - **Reporting Telephone Number: 443-423-1720**
This is the number the employee MUST call to report the work incident/injury.
 - **Supervisor's Name:** This should be prefilled by the school.
 - **Supervisor's BCPS Phone:** This should be prefilled by the school.
 - **Supervisor's BCPS Email:** This should be prefilled by the school.

Step 2:

Employees must complete/sign/date the designated employee section of the [BCPS Employees Incident Report & Health Suite Visit Form](#). The 10-digit Employee ID number MUST be filled out on this form.

Please note – The workers' compensation claim number obtained in Step 3 will need to be filled in on this form.

Step 3: **This step is the only change in the process**

The employee with the incident/injury MUST call **443-423-1720** and report the work incident/injury immediately.

- The employee with incident/injury will be talking to a nurse from Leidos.
- The Leidos nurse will take all the information and enter it into the Unison Risk Solutions system to create the claim.
- The employee will be given the workers' compensation claim number.
 - The worker's compensation claim number will need to be filled in on the form (in Step 2) titled Employee's Incident Report & Health Suite Visit form.
- The employee must have their 10-digit Employee ID.

Step 4:

After the form is complete, the employee filing the claim may have a copy of the completed Employee's Incident Report & Health Suite Visit form.

- The original form should be kept and stored in a secure location at the school.
- A copy should be emailed to wcbcps@bcps.org.

July 28, 2025