



BCPS Supervisor Process to Assist Employees Reporting Work Incident/Injury Claims

1. Employees must report their work incidents/injuries to their supervisor.
2. Employees must complete/sign/date their section of the Employee's Incident Report & Health Suite Visit form. Please fill in their 10-digit Employee ID number on this form.
3. ****This step is the only update in the process for 2025**** Employees will call 443-423-1720 and report their work injury/incident. They will talk to a nurse from Leidos. The nurse will take all their information and enter it into the Unison Risk Solutions system to create the claim. The employees will be given their workers' compensation claim number which they can fill in on the Employee's Incident Report & Health Suite Visit form.
 - a. Employees must have their 10-digit Employee ID.
 - b. Employees must know the name/email address/phone number of the leadership designee who will be listed on the claim as their supervisor. *
4. Employees may have a copy of the Employee's Incident Report & Health Suite Visit form. The original should be kept and stored in a secure location. Email a copy to WCbcps@bcps.org

*If you are not with your employee when they call in their claim, to save time you might consider making and having copies available of an Employee Incident/Injury information sheet. The employee can use this information for steps 3a and 3b of the process.