

County of Erie – Workers Compensation Process

Follow these steps:

Step 1: Employee notifies supervisor of injury immediately. Supervisor must file an incident and supervisor report within 24 hours and send to Human Resources.

- Supervisor and Incident Reports- Located on the ECEIS Icon on your desktop computer. Only assigned supervisors have access to filing out this report.
- If you cannot locate these forms you can currently find a copy of these forms on the eriecountypa.gov website.
- Injured employee needs to sign the workers compensation acknowledgement of rights and responsibilities form.

Step 2: Employee needs to Contact / Notify Danielle Azicri – Risk Management Coordinator
Phone: (814)-451-6292 Email: dazicri@eriecountypa.gov

- You will be provided a claim number by Risk Management Coordinator.
- Your adjusters name and contact information
- Any questions you may have can be answered by the Risk Management Coordinator.

Step 3: Treatment: An injured employee must use our Erie County Panel for the first 90 days of treatment.

- Call Premier Comp to set up an appointment with one of our panel providers.
- Premier Comp phone number: 1-888-594-4001

Step 4: After seeking treatment employee should send all medical documentation, incident reports, bills, and any other documents to Danielle Azicri and your assigned adjuster.

Step 5: Employee should call and update the Risk Management Coordinator after medical appointments and status of injury.