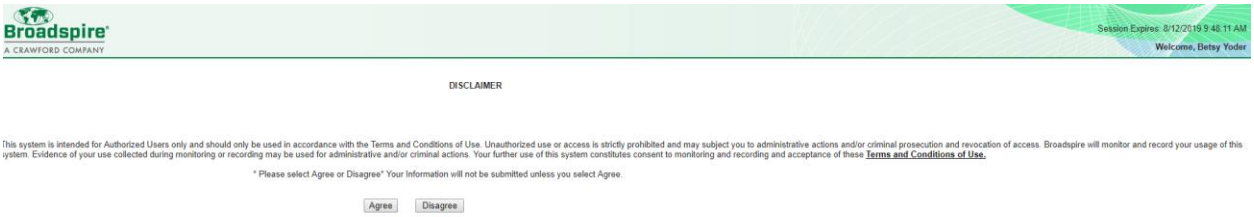
Reporting a Work-Related Injury/Illness

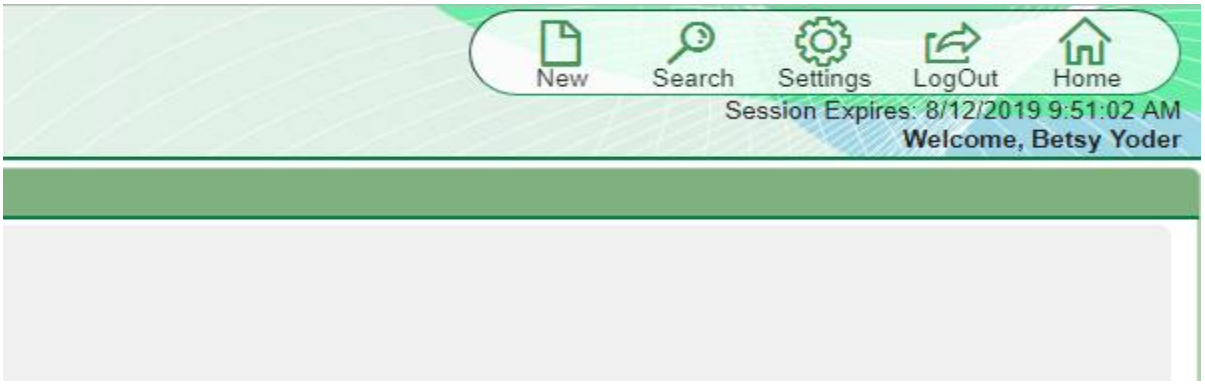
Attention – You may not report your own injury/illness. This process must be complete by your supervisor or Human Resource contact.

To access the online reporting, please visit https://psuportal.neocaseonline.com/Default.aspx. Under HR Tools, please select "Broadspire – Submit Workers' Comp Injury" and it will take you to the reporting site.

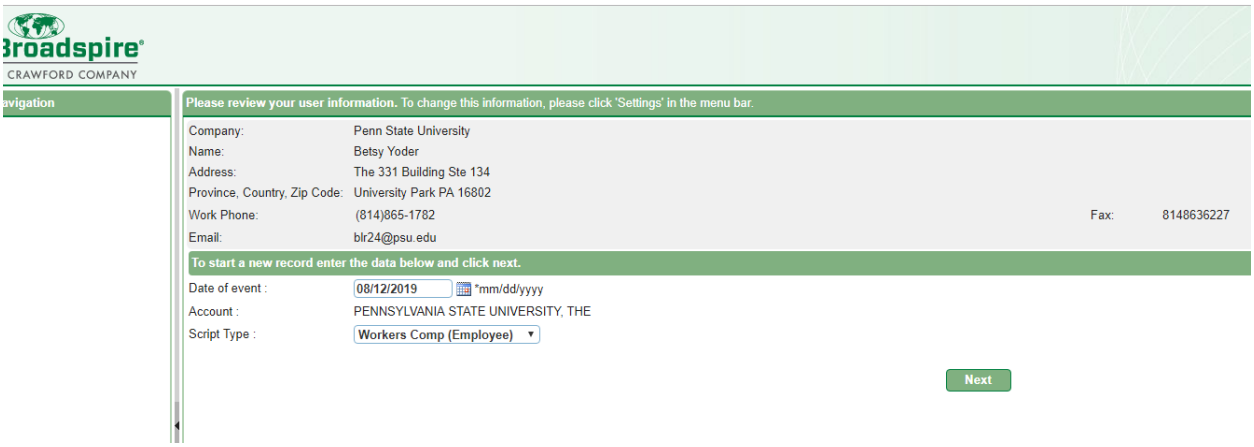
On the first screen, click "Agree" to proceed.



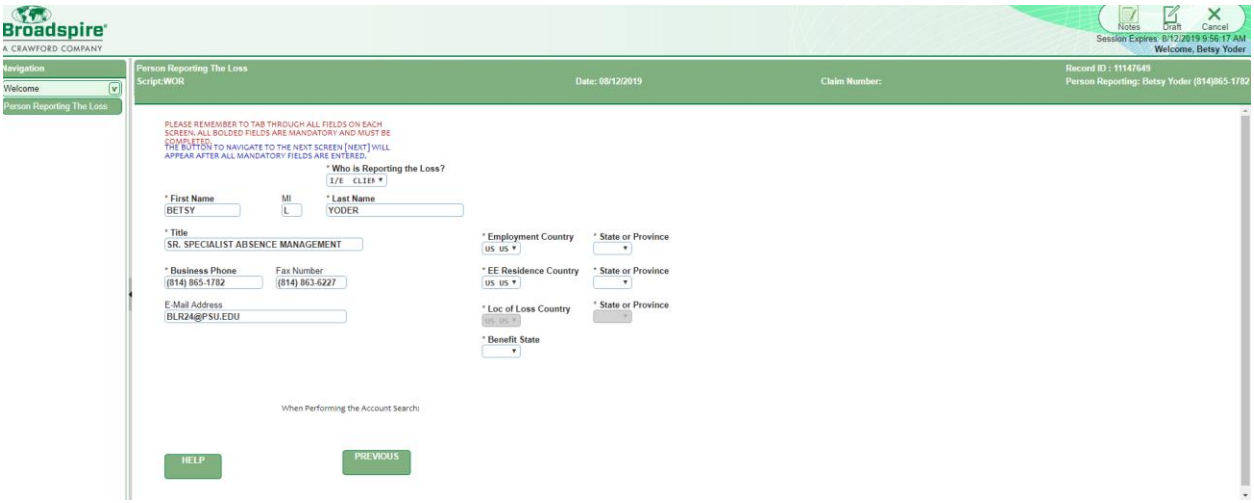
If this is your first time on the site, or you have not previously updated your settings, you will need to do this prior to reporting the injury. To do so, click on "Settings" in the top right corner. Once this step is done then it does not have to be entered again unless you'd have a change in your current information. Once entered, click on "Save" to continue.



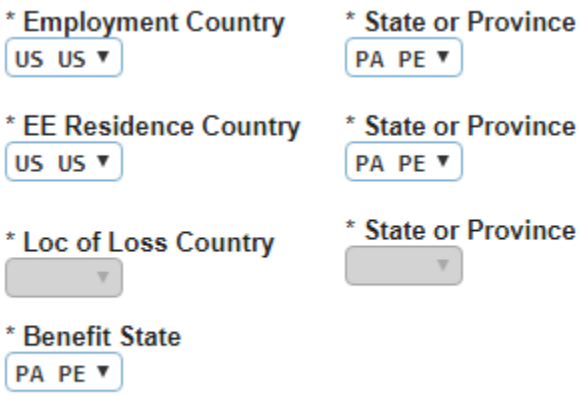
To enter the claim click on "New" in the top right corner and you will begin to enter the information of the claim and injured employee's information.



Please do NOT change your information that pre-populates. This information needs to remain the caller's information and the employee information will be entered after this step.

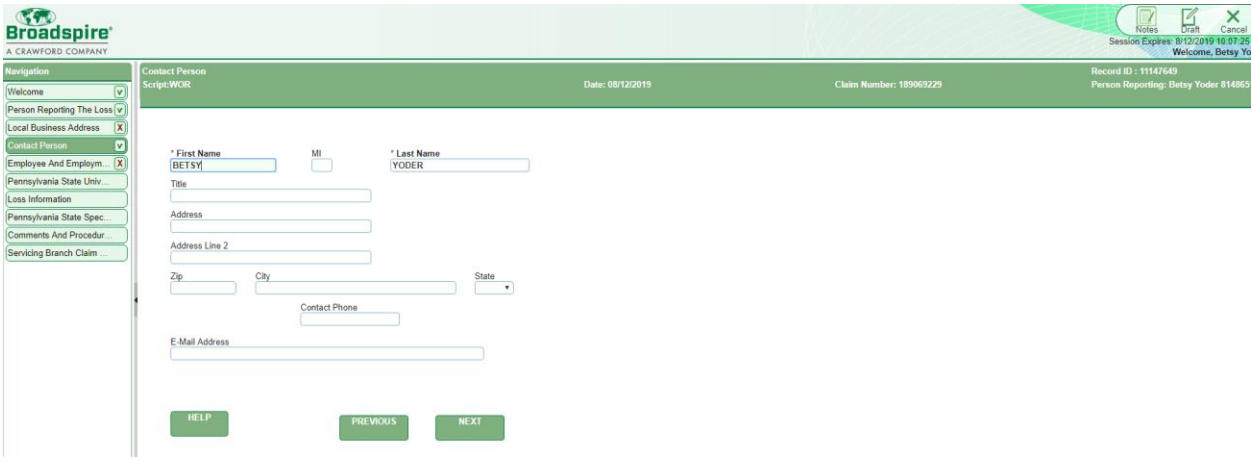


Enter the State of Employment and Residence and Benefit State. Once Entered, select Account Lookup.

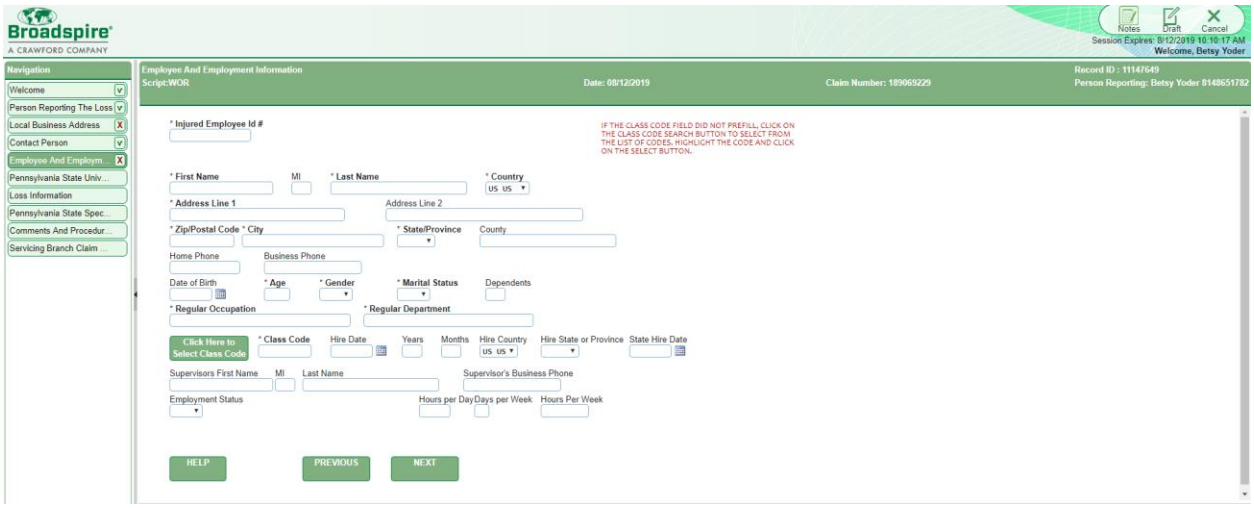


The caller location information will appear, if this is correct then select “Next” to proceed.

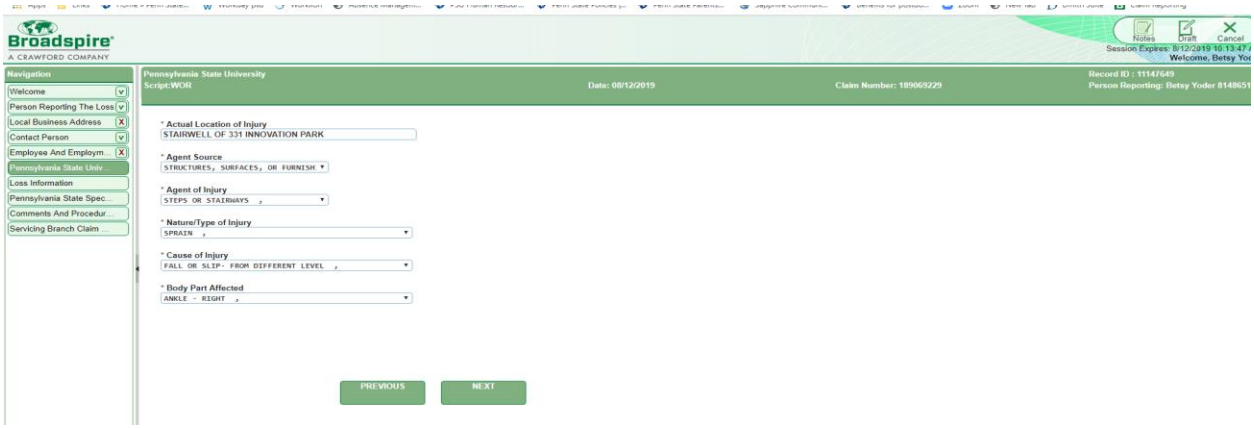
Enter the name of the person of contact for the claim, select “Next” to proceed to the employee information.



Enter the employee’s ID and Name and click “Next” to proceed.

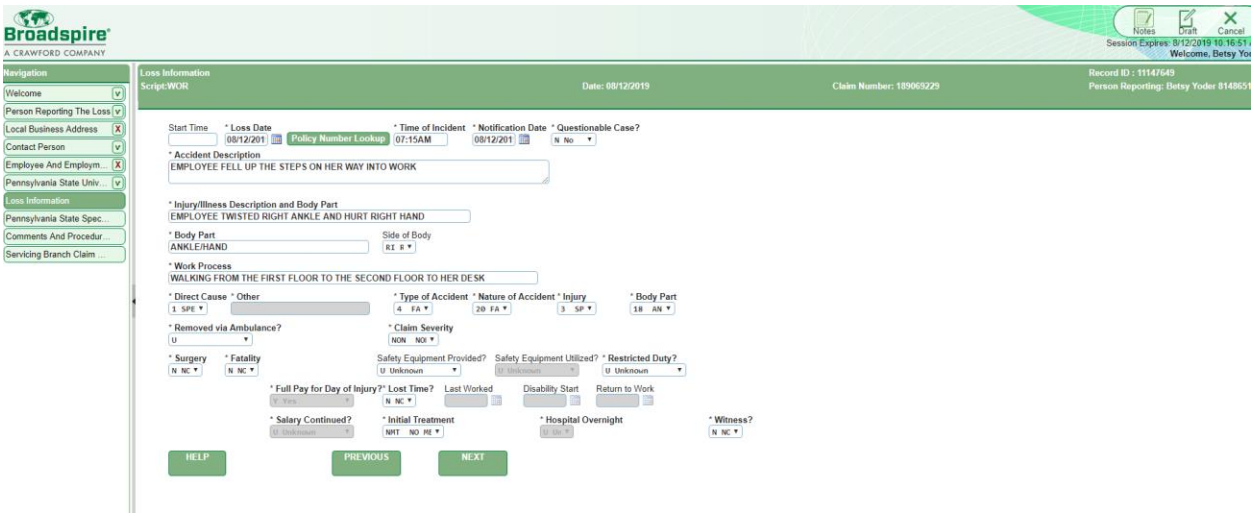


Complete the location of injury, agent source and agent of injury; nature/type of injury, cause of injury and affected body part.

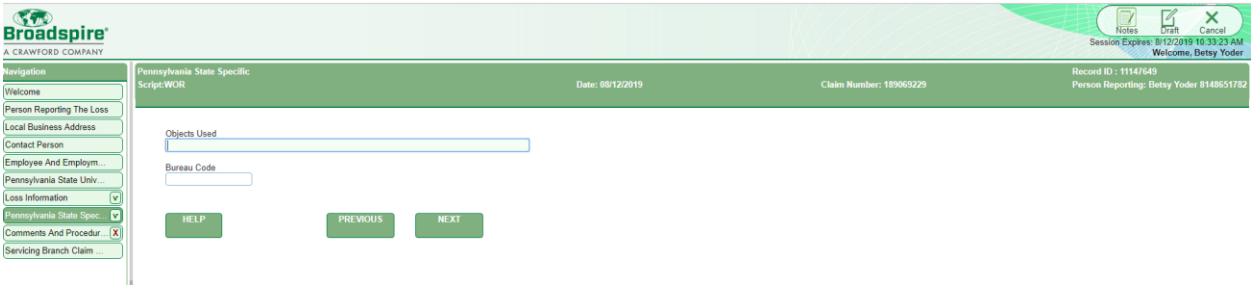


Click "Next" to proceed.

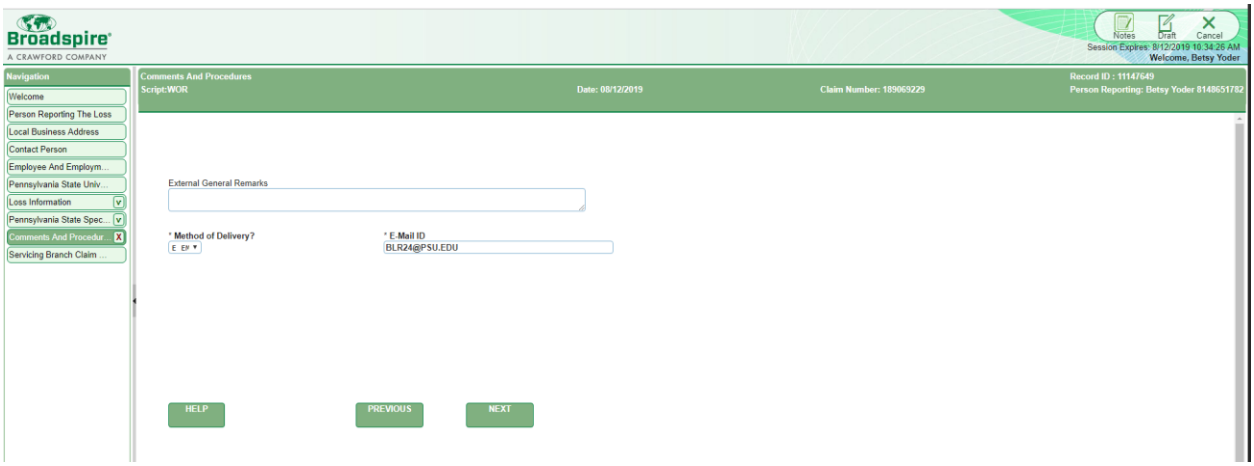
Enter the loss information relating to the injury/illness. Click "Next" to proceed.



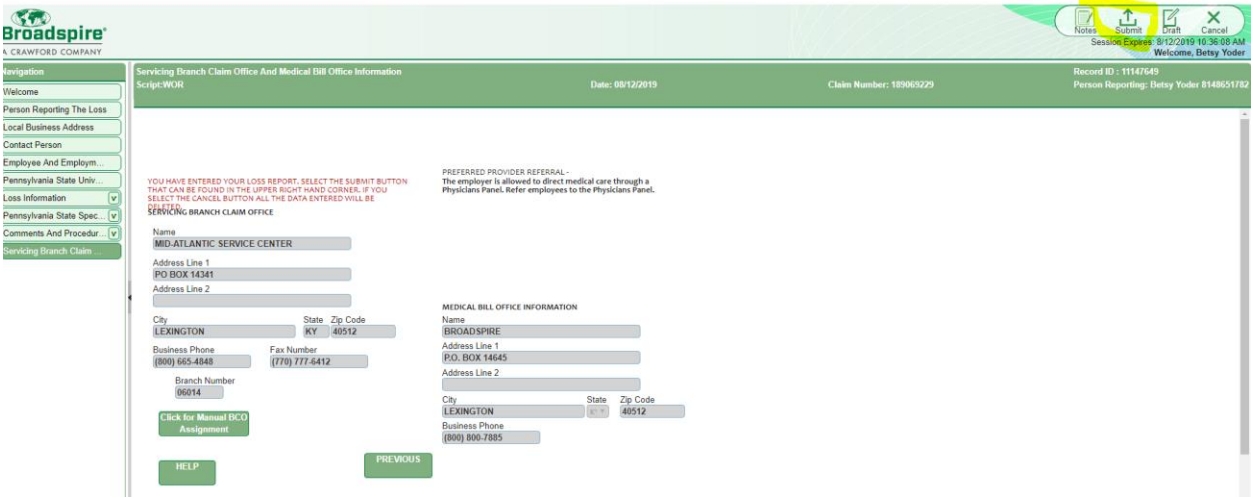
Enter the State specific information or click "Next" to proceed if unknown.



Enter any additional comments if needed, or leave blank. Select method of delivery as E-mail and verify your e-mail address. Click "Next" to proceed.



Select "Submit" in the top right corner to submit the injury report to Broadspire. You will receive a copy of the injury report as a confirmation.



After the injury is reported, ensure the employee receives the Signature Packet to complete for the injury/illness and return to Absence Management once complete. The Signature Packet is located on the website at https://hr.psu.edu/workers-compensation. The panel listings for treatment are also located on the website for the employee's review.

Please contact Absence Management at absence@psu.edu or 814-865-1782 with any questions/concerns.