

SUNY New Paltz WORKERS' COMPENSATION

When an employee has an accident or an injury on the job, the employee is responsible for taking the following steps. If the employee is unable to take care of these items because of the injury, then the SUPERVISOR is responsible for making sure that these steps are taken:

1. Notify your supervisor immediately.
2. Complete an Accident Report (see below*), and submit to the Benefits Office in Human Resource Office in HAB 203 within 24 hours of the accident, and/or ASAP!

If employee receives medical treatment OR misses a day from work at any time due to the accident, follow steps below. If not, no further action is necessary.

3. Report your accident to the Accident Reporting System at 1-888-800-0029 under any of the following circumstances:

- you go to the doctor
- you go to the hospital
- you lose time from work

The Accident Reporting System will give you an incident number that you must give to the Benefits Office.

4. Tell the doctor/hospital that the accident is a Workers' Compensation related injury; *do not use your regular health insurance*. Give the doctor/hospital the following billing information:

WC Policy #: 24096-0

Insurance Carrier: STATE INSURANCE FUND
1 Watervliet Avenue Extension
Albany, NY 12206

5. Ask the doctor/hospital to complete the attached Medical Statement and fax to the Benefits Office at (845) 257-3621. Medical must be submitted to the Benefits Office HAB 203 **before** you can return to work. If there are restrictions on the Medical Statement (or on a doctor's note) the employee **must meet** with the Benefits Office **prior to reporting to work** for review.
6. Prescriptions for the work-related injury/illness should be filled at a pharmacy within the Express Scripts network. To find a participating pharmacy, call the Express Scripts 24-hour hotline at (866) 533-7011 or visit <http://www.express-scripts.com/custom/expresscomp pharm>. Complete the first part of the Workers' Compensation Temporary Prescription Services ID form and give it to the pharmacist.
7. File an Employee Claim form (form C-3) and if applicable, a Limited Release of Health Information form (form C-3.3) with the NYS Workers' Compensation Board according to the instructions provided. These forms are included in the Claimant Information Packet, which is available online at <http://www.newpaltz.edu/hr/benefits.html> or in the Office of Human Resources (HAB 203).
8. Bring any doctor/hospital bills to Human Resources.

NOTE: Any time that employees miss a full day of work or receive medical attention for reasons related to a work-related incident (whether at the time of the accident or later on), the employee must notify the Benefits Office promptly. Medical documentation must be submitted to the Benefits Office **before** the employee can return to work from that absence, and Workers' Compensation procedures must be followed.

***Information and forms are available in HAB 203 and online at <http://www.newpaltz.edu/hr/benefits.html>. If you have questions, please contact:**

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