

What is Workers' Compensation?

Workers' Compensation is a mandatory program provided by the State of Connecticut, which provides payment of medical expenses and lost wages for employees who suffer work-related injuries or illness. This system may also provide other benefits for those who qualify. Connecticut General Statutes regulate what benefits are due to an injured employee.

Managed Care System

The State of Connecticut operates a managed care program administered by GAB Robins/Prime Health in compliance with Connecticut General Statutes. The program provides a network of medical facilities and physicians that the injured employee must treat within, along with nurse case management support for coordinated care when the injuries are more extensive. Please see the Workers' Compensation Managed Care Plain Language information brochure for further details on Managed Care regulations.

Directories of Network Medical Providers are available through the WCSU Payroll Office.

Receiving treatment outside GAB Robins/Prime Health Medical Provider Network may jeopardize your entitlement to available workers' compensation benefits, subject to the jurisdiction of the Workers' Compensation Commissioner.

Injured employees requiring prescribed medications should have their prescriptions filled at a GAB Robins network pharmacy to avoid out-of-pocket expenses. Directories of network pharmacies are available through the WCSU Payroll Office or GAB Robins/Express Scripts at 1-877-239-7205.

Role of the Third Party Administrator

The workers' compensation claims administrator, GAB Robins, approves or contests claims. The decision is not made by your supervisor, the WCSU Payroll Office or Western Connecticut State University.

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CONTACT LIST AND PHONE NUMBERS

GAB Injury Reporting Hotline 1-800-828-2717

Western Connecticut State University

Payroll Department
181 White Street
Danbury, CT 06810

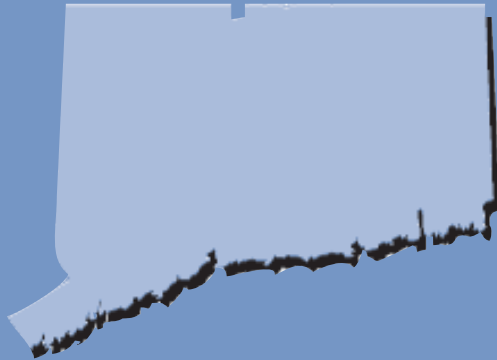
Carol Damelio, Workers' Compensation
Payroll Contact
Voice: 203-837-8365 / Fax: 203-837-9338
damelioc@wcsu.edu

Fred Cratty, Director of Employee Relations
Return to work contact
Voice: 203-837-8665 / Fax: 203-837-8613
crattyf@wcsu.edu

GAB Robins
800 Connecticut Blvd.
East Hartford, CT 06118

Helen Joseph- lost time claims
Voice: 860-256-3447 / Fax: 860-291-9875
Josephh@gabrobins.com

Maureen Bentley - medical claim only
Voice: 860-256-3433
bentleym@gabrobins.com



Western Connecticut State University Employee Workers' Compensation Information

Employee Claim Reporting Procedures

The WCSU Payroll Office processes and reviews workers' compensation claims by coordinating information between the various involved parties: employees, supervisors, medical providers, WCSU Payroll Office and GAB Robins (the Third Party Claim Administrator). These procedures are intended to improve communications between the injured employee, their doctor and the employer to ensure a safe and timely return to work. Failure to follow these procedures may result in a delay or denial of benefits.

What to do if you are injured on the job

If an injury is life threatening, contact 911 for emergency medical response.

Immediately report any new injury or recurrence of a prior injury to your supervisor.

Provide the supervisor with all information necessary to complete the Workers' Compensation Accident Report.

The supervisor must immediately call the **Injury Reporting hotline 1-800-828-2717** to report the incident. Send the completed forms to the WCSU Payroll Office within 24 hours.

Recurrences - If this is a recurrence the supervisor must call the **Information Hotline at 1-800-828-2717** and provide the following information: employee name, worksite location, date of original injury, date of recurrence and where medical treatment is being sought.

IMPORTANT – A claim for recurrence cannot be considered for approval unless the above information is provided to the WCSU Payroll Office and supporting medical documentation is provided.

Medical Treatment

Injured employees seeking medical treatment must go to a provider in the Managed Care Network. **NOTE:** For injuries sustained at **WCSU**, employees must report to **Pros Medical Services** 246 Federal Road, Unit D-12 Danbury, CT 06804 (203) 775-3290 for initial treatment and evaluation. After the initial visit care may be continued there or with another provider within the GAB Robins/Prime Health Medical Provider Network.

Injured employees are required to present all Work Status Reports and other medical documentation related to the ongoing treatment of their injury to the WCSU Payroll Office.

All medical providers must complete a Worker Status Report and fax it to the WCSU Payroll Office at (203) 837-9338.

In case of time lost from work

If the medical provider indicates that the injured employee temporarily cannot return to work due to the work injury, the injured employee must immediately notify his/her supervisor and the WCSU Payroll Office at (203) 837-8364.

Return to Work

Return to work is authorized by the attending physician in the following two forms:

Regular Duty: The employee must immediately notify Fred Cratty In Human Resources at (203) 837-8665, your supervisor and the WCSU Payroll Office at (203) 837-8365 when the attending physician outlines a release for regular duty.

Restricted Duty: The employee must immediately notify Fred Cratty In Human Resources at (203) 837-8665, your supervisor and the WCSU Payroll Office at (203) 837-8365 when the attending physician outlines a return to work restricted duty. Accommodations will be made whenever possible to return the employee to work within their restrictions. The WCSU Payroll Office must receive a Worker Status Report from the medical provider clearly indicating the nature and expected duration of the employee's restrictions.

Payroll Deductions

Please note that payroll deductions for health insurance and other items are not deducted from workers' compensation checks. It is the employee's responsibility to make payment arrangements with payroll benefits personnel to prevent these benefits from lapsing.

Health and Safety

Western Connecticut State University has been provided with an Environmental, Health and Safety Staff to provide assistance with accident prevention and investigation. The Health and Safety Division of the Environmental and Facilities Services Department plays an active role in conducting post-accident investigations and making appropriate recommendations to avoid recurrence.

Questions regarding the Environmental and Facilities Services Department role in accident investigations can be directed to Luigi Marcone, Director of Environmental and Facilities Services at (203) 837-9314.