

Western Connecticut State University
Supervisors Guide to Processing a Work

Related Injury

New Injuries

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

Supervisor is notified of the injury.

Supervisor interviews injured worker and distributes WCSU informational brochure to employee. and fills out WC 207 Form (First Report of Injury)

Supervisor immediately calls 1- 800- 828- 2717 to report injury and sends completed form 207 to Human Resources Office within 24 hours.

Injured employee seeking medical attention must use a Workers Compensation network physician.

AFC Urgent Care for Initial Treatment

(203) 826-8434, Newtown Rd.

(203) 826-2600, Mill Plain Rd.

Monday – Friday, 8 a.m. to 8 p.m.

Saturday – Sunday, 8 a.m. to 5 p.m.

After Hours Danbury Hospital

Recurrences

If this injury is a recurrence employee must call the WCSU Human Resources office at (203) 837- 8662 and provide original date of injury and location where medical treatment is being provided. Medical treatment must the same day as report of recurrence.