

## 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 Gallagher Bassett Services Inc./Prime 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.

**Directories of Network Medical Providers are available on the following website:**

<http://www.das.state.ct.us/cr1.aspx?page=64>

Receiving treatment outside Gallagher Bassett Services Inc. Prime 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 Gallagher Bassett Services network pharmacy to avoid out-of-pocket expenses.

## The 3<sup>rd</sup> Party Administrator

The workers compensation claims administrator, Gallagher Bassett Services Inc., approves or contests claims. **The decision is not made by your supervisor, the SCSU Office of Human Resources or Southern Connecticut State University.**

## Contact List & Phone Numbers

### Gallagher Bassett Services Inc.

55 Hartland Street #400  
East Hartford, CT 06108  
860-256-3400

### Southern Connecticut State University

Office of Human Resources  
501 Crescent Street  
New Haven, CT 06515  
1 (203) 392-5567  
1 (203) 392-8802

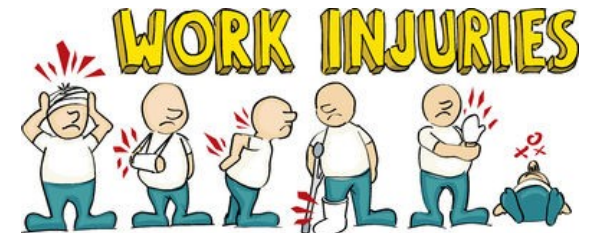
### Francesca Poole

Workers' Compensation Contact  
Southern Connecticut State University  
Office of Human Resources  
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Fax: 1 (203) 392-8802  
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# SOUTHERN CONNECTICUT STATE UNIVERSITY

# EMPLOYEE'S WORKERS' COMPENSATION PROGRAM

Connecticut State Colleges and Universities (CSCU)  
Rev. May 2016



## Employee Claim Reporting Procedures

The SCSU Office of Human Resources processes and reviews workers' compensation claims by coordinating information between the various. Involved parties: employees, supervisors, medical providers, SCSU Office of Human Resources and Gallagher Bassett Services (the Third Party Claim Administrator). These procedures are intended to improve communications between the injured employee, their medical provider 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 Injured On The Job

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

Immediately report my 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. Supervisors must send the completed forms to the SCSU Office of Human Resources 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, and date of original injury 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 SCSU Office of Human Resources and supporting medical documentation is provided.

## Returning To Work

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

**Regular Duty:** The employee must immediately notify the SCSU Office of Human Resources at (203) 392-5059 or (203) 392-5567 and when the attending physician outlines a release for regular duty. The SCSU Office of Human Resources must receive a Worker Status Report from the medical provider clearly indicating the release for regular duty. The Office of Human Resources will not be the supervisor of impending return.

**Restricted Duty:** The employee must immediately notify SCSU Office of Human Resources at (203) 392-5059 or (203) 392-5567 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 SCSU Office of Human Resources must receive a Worker Status Report from the medical provider clearly indicating the nature and expected duration of the employee's restrictions. The Office of Human Resources will notify the supervisor to see if the accommodation can be made.

## 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.

## 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 SCSU Office of Human Resources at (203) 392-5567 or (203) 392-5059. The Office of Human Resources will notify supervisor.

## Medical Treatment

Initial medical treatment should be at one of the following locations:

### Yale New Haven Hospital Occupational Health Plus

175 Sherman Avenue,  
New Haven, CT 06511  
1 (203) 789-3721

2080 Whitney Avenue,  
Hamden CT  
1 (203) 688-1010

84 N. Main Street  
Branford, CT 06405  
1 (203) 789-5195  
**Mon-Wed Only**

**\*if after hours, employees should go to the Emergency Room**

Injured employees are required to present all Worker Status Reports and other medical documentation related to the ongoing treatment of their injury to the SCSU Office of Human Resources. All medical providers must complete a Worker Status Report and fax it to the SCSU Office of Human Resources at (203) 392-8802