**WORKERS’ COMPENSATION CLAIM REPORTING GUIDE**

**FOR MANAGERS & SUPERVISORS**

**Rev. 12/2018**

When employees are injured or become ill as a result of work-related activities, they are entitled to Workers' Compensation benefits. The following procedures are designed to assist managers and supervisors when work-related injuries or illnesses initially occur. Failure to follow these procedures may delay or jeopardize the employees' benefits and add unnecessary costs to the College.

**TYPES OF WC CLAIMS**

All reported WC claims fall into one of three categories:

1. **Report Only:** An incident that is reported by an employee to the supervisor, but no medical attention is being sought
2. **Medical Only:** An incident that is reported by an employee to the supervisor with corresponding medical treatment, but the injured employee loses no time from work
3. **Lost Time**: An incident that is reported by an employee to the supervisor with corresponding medical treatment, and the injured worker loses time from work

**WC CLAIM REPORTING PROCEDURE**

1. All employees are instructed to contact their supervisor immediately when incurring a work-related injury or illness
2. Supervisor must see that the employee receives necessary medical attention:

- The employer is responsible for initial medical treatment at a designated office or facility. The injured employee is required to attend the initial visit with one of the designated initial treatment providers. If the injured employee chooses **NOT** to visit the designated initial treatment provider or treats outside the Workers’ Compensation provider network, they may risk suspension of their benefits per order of the Workers’ Compensation Commission.

- The injured employee may choose an attending physician **AFTER the initial visit** from the State of CT Workers’ Compensation provider network.

- The WC initial treatment provider network can be found on the DAS Workers’ Compensation website at: [**http://ct.primehealthservices.com/Custom/CtIndex**](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fct.primehealthservices.com%2FCustom%2FCtIndex&data=02%7C01%7CWBovia%40nwcc.commnet.edu%7C3c4db749af924b6461f308d65c82912c%7C679df878277a496aac8dd99e58606dd9%7C0%7C0%7C636798113184953724&sdata=Q70HnQtM3YOCMKAg6Tj1RhJxrA8xiGDfPpI8fIjRlg8%3D&reserved=0)

1. Supervisor must complete, with the employee when possible, the **DAS First Report of Injury Form (DAS WC-207)**

- Form must be thoroughly completed, including Employee ID #, Social Security #, Date of Birth, Date of Hire, etc. If you need assistance with any of these fields, please contact the HR Office. Agency Location Code for NCCC is **BOR78500**

1. Supervisor reports claim to Gallagher Bassett Services injury reporting hotline at [**1-800-828-2717**](tel:18008282717)
2. Intake Center will provide a Report # towards the end of the call. Please write down this number.
3. Within 24-48 hours, the Supervisor will receive a call from an assigned claims adjuster. Please write down the adjuster’s name, phone number, and Claim # on the form.
4. Supervisor forwards completed form to the HR Office. HR will send a copy to Payroll for CORE-CT processing and review.

**ATTACHMENTS INCLUDED IN THIS PACKET**

1. DAS Memo dated 6/12/17 (Workers’ Compensation Medical Treatment & New Initial Treatment Provider Network Guidelines)
2. Locations of designated initial treatment providers (nearest to Winsted, CT)
3. List of approved pharmacies
4. Supervisor’s Guide to Workers’ Compensation Claim Reporting Brochure
5. Employee Information Brochure
6. DAS First Report of Injury Form (DAS WC-207)

All of these forms are located on our College website at:[**https://www.nwcc.edu/human-resources/employee-forms/**](https://www.nwcc.edu/human-resources/employee-forms/)

If you have any questions after reviewing these procedures, please contact Wendy Bovia, HR Director, at 860-738-6325.