

RETURN TO WORK

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

Regular Duty: The employee must immediately notify Peggy Boyle In Human Resources at (203) 837-8662, 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 Peggy Boyle In Human Resources at (203) 837-8662, your supervisor and the WCSU Payroll Office at (203) 837-8365 when the attending physician outlines a return to work for 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 Pano Koukopoulos at (203) 837-9352.

CONTACT INFORMATION

Gallagher Bassett Injury Hotline (800) 828-2717

**Western Connecticut State University
Payroll Department**
181 White Street
Danbury, CT 06810

**Resa Sawyers, Workers' Compensation
Payroll Contact**
Voice: (203) 837-8365
Fax: (203) 837-9338
sawyers@wcsu.edu

**Peggy Boyle, Assistant Director of Human Resources
Return-to-work contact**
Voice: (203) 837-8662
Fax: (203) 837-8613
boylep@wcsu.edu

Gallagher Bassett Services
55 Hartland Street Ste. 400
East Hartford, CT 06108

Linda Tulloch-Peart, lost time claims
Voice: (860) 256-3417
Fax: (866) 834-2048
Linda_Tulloch-Peart@gbtpa.com

Beverly Todd, medical claims only
Voice: (860) 256-3433
Fax: (866) 870-2329
Beverly_Todd@gbtpa.com



Western Connecticut
State University

Employee Workers' Compensation Information

Connecticut State
University System



WHAT IS WORKERS' COMPENSATION?

Workers' Compensation is a mandatory program provided by the State of Connecticut that 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 / Prime Health in compliance with Connecticut General Statutes. The program provides a network of medical facilities and physicians within which the injured employee must treat, along with nurse care management support for coordinated care when the injuries are more extensive.

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

Receiving treatment outside Gallagher Bassett/ 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 Gallagher Bassett network pharmacy to avoid out-of-pocket expenses. Directories of network pharmacies are available through the WCSU Payroll Office or Gallagher Bassett/my Matrixx at 1-877-804-4900.

ROLE OF THE THIRD PARTY ADMINISTRATOR

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

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 Gallagher Bassett (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.

Accident Report

Personal Information		Other Names
Forename		
State:		
Mobile Telephone		
	p Code:	

Recurrences: If this is a recurrence, the supervisor must call the WCSU payroll office (203) 837-8365 and provide the following information: employee name, worksite location, date of original injury, date of recurrence and where medical treatment is being sought.

Important: The injured worker must be seen by a network doctor on the day of recurrence or be seen at a network walk in/occupational health clinic. 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 an initial care provider in the Managed Care Network.

Note: For injuries incurred during payroll office hours they should call payroll to set up an appointment at **AFC Urgent Care**, to either:

100 Mill Plain Rd., Danbury, CT 06811, (203) 826-2600; or
76C Newtown Rd., Danbury, CT 06810, (203) 826-8434,
Monday – Friday, 8 a.m.– 8 p.m., Saturday – Sunday,
8 a.m.– 5:00 p.m.

Employees may also receive emergency treatment at Danbury Hospital for initial treatment and evaluation. After the initial visit, care may be continued there or with another provider within the Gallagher Bassett/Prime Health 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) 837-8365.