

Workers' Compensation Processing Steps at District

1. If an injury at work occurs, the employee must immediately contact his/her Administrator/Supervisor.
2. The Administrator/Supervisor will direct the employee to the nearest available school nurse.
3. The nurse will assess the injury and arrange for appropriate medical care.
4. After the injury has been attended to, the employee must complete the required Employee Injury and Illness Report with the assistance of the school medical professional or the employee's supervisor. **INJURED ON THE JOB? An Employee's Guide to NYS Workers' Compensation Benefits** is available at each School Nurse's Office or the District Office.
5. This report will be forwarded to the Administrator/Supervisor.
6. The Administrator/Supervisor will be forward the original report, along with any supporting documentation to Donya Rock in the District Office for review.
7. The report (C-2) is then forwarded to the District's Workers' Compensation Coordinator for final edit and review prior to being forwarded to the carrier.
8. The insurer will provide the injured worker with a written statement of his/her rights under the law.

Timeline Constraints:

Step 1 – Step 4	Immediately
Step 5 – Step 7	Within 10 days of notification
Step 8	Within 14 days of receipt of C-2

Caution:

1. If an employee is injured at work and attempts to use his/her private health insurance with a medical provider instead of reporting it as a work injury (workers' comp insurance), it could be considered insurance fraud.
2. Any re-injury of a previous workers' compensation injury must be reported again and indicated as a re-injury.

Carrier/Insurer Info:

The employee should communicate directly with the Comp Carrier regarding specifics of the case. The current Carrier is as follows:

Benetech
PO Box 348
Wynantskill NY 12198
1-800-698-4753 Telephone
518-283-8515 Fax

Leave Credits:

If an employee's accumulated leave has been deducted due to a Workers' Comp absence, any monetary re-imburements received by the District will be restored to the employee via sick leave credits based on a pro-rated daily salary rate.