

## SECURITY DODGE CHRYSLER JEEP RAM

### Notice to All Employees Injured on the Job:

If you are injured at work you need to follow these important steps:

1. Notify your manager/supervisor immediately of your injury. If they are not available please notify the HR director, Sandy Bornschein x392.
2. If you feel that you need medical attention:
  - a. Assist with the completion of the incident/accident report.
  - b. Choose one of the medical providers, listed on the workers compensation directory, for treatment.

Under the Workers' Compensation Law, Article 10-A, you are required to go to providers within the network for a particular injury or illness thirty days after your first visit to our Workers Compensation providers. Please note providers will bill us directly, and are familiar with our company and return to work programs.

- If you have any questions about the medical providers listed in the Directory or on workers compensation benefits, please contact the HR department or our Workers Compensation Insurance Company (info below).
- In emergency situations you may immediately seek treatment from the nearest qualified facility or provider. Emergency treatment must be reported within 48 hours of the provision of care. You or your provider can report the emergency treatment.

#### **A Worker's Responsibilities:**

- You must tell your employer, in writing, when, where and how you were injured. Do this within 30 days of injury. Your manager has an accident/incident form for you to fill out.
- *Medical reports are necessary for your case.* Advise your doctors that you have a work related injury, and give the name of your employer. Do not pay for your care yourself or use other health insurance. Tell your doctor to file reports with the Board and with your employer or its insurance carrier. If your case is disputed, the Board needs a medical report on your injury to begin resolving your claim.

#### **Starting a Case:**

Once your employer knows of your injury, they must notify this Board by filing a C-2 form. *You should file an employee claim (C-3 form) reporting your injury as soon as possible.* (You **must** notify the Board of your injury or illness within two years.) If you injured the same body part before, or had a similar illness, you must also file a Form C-3.3. If you haven't already filed a C-3 or C-3.3 (if necessary), there are three ways to do it.

- Visit [www.wcb.state.ny.us/content/main/onthefjob/howto.jsp](http://www.wcb.state.ny.us/content/main/onthefjob/howto.jsp) to complete the form or see the HR Director and she will provide you with the appropriate papers.
- For assistant call 1-866-396-8314. A Board employee will complete the form with you.

#### **Health Care Bills:**

**Do not pay your doctor or hospital.** Those bills are paid by the insurer unless the Board disallows your case. If your case is disputed, the providers are paid when the Board decides your case. If the Board decides against you, or if *you don't pursue a case, you will have to pay the doctor or hospital.*

- Your employer's insurance covers medically necessary drugs and equipment your doctor prescribes. You're also entitled to carfare or necessary expenses incurred when traveling for treatment. (Get receipts for those expenses.)

#### **Help is Available:**

People sometimes need help getting back to work. An injury can also cause family or financial problems. The Workers' Compensation Board has rehabilitation counselors and social workers to help. Call (877) 632-4996 for more assistance.

#### **Important Contact Information**

Workers' Compensation Board (877)632-4996 [General\\_Information@wcb.state.ny.us](mailto:General_Information@wcb.state.ny.us)

Disability Benefits (800)353-3092 [www.WCB.State.NY.US](http://www.WCB.State.NY.US)

NYS Bar Association Lawyer

Referral and Information Service

(800)342-3661 [lr@nysba.org](mailto:lr@nysba.org).

**I acknowledge that I received a copy of the Workers Compensation policies and procedures and have read them over. If I have any questions I will contact the HR Director for more information;**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Manager/Witness/ HR Director: \_\_\_\_\_ Date: \_\_\_\_\_



STATE OF NEW YORK  
WORKERS' COMPENSATION BOARD  
100 BROADWAY-MENANDS  
ALBANY, NY 12241  
(877) 632-4996



## You were injured at work. What now?

If you've suffered a workplace injury or illness, you may be eligible for workers' compensation benefits. You may have already received medical treatment. If you haven't, you should seek medical care as soon as possible.

### A Worker's Responsibilities

- You must tell your employer, in writing, when, where and how you were injured. Do this within 30 days of injury.
- *Medical reports are necessary for your case.* Advise your doctors that you have a work-related injury, and give the name of your employer. Do not pay for your care yourself or use other health insurance. Tell your doctor to file reports with the Board and with your employer or its insurance carrier. If your case is disputed, the Board needs a medical report on your injury to begin resolving your claim.

### Starting a Case

Once your employer knows of your injury, it must notify this Board by filing a C-2 form. *You should file an employee claim (C-3 form) reporting your injury as soon as possible.* (You **must** notify the Board of your injury or illness within two years.) If you injured the same body part before, or had a similar illness, you must also file a Form C-3.3.

If you haven't already filed a C-3 or C-3.3 (if necessary), there are three ways to do it.

- Visit [www.wcb.state.ny.us/content/main/onthejob/howto.jsp](http://www.wcb.state.ny.us/content/main/onthejob/howto.jsp) to complete the form.
- Complete the enclosed paper forms, and mail them to the Board.
- Call 1-866-396-8314. A Board employee will complete the form with you.

### Health Care Bills

**Do not** pay your doctor or hospital. Those bills are paid by the insurer unless the Board disallows your case. If your case is disputed, the providers are paid when the Board decides your case. If the Board decides against you, or if *you don't pursue a case, you will have to pay the doctor or hospital.*

Your employer's insurance covers medically necessary drugs and equipment your doctor prescribes. You're also entitled to carfare or necessary expenses incurred when traveling for treatment. (Get receipts for those expenses.)



Generally, you can choose any doctor authorized by the Board. You can also use occupational health clinics. However, if your employer's insurer has a preferred provider organization to provide care for workers' compensation injuries, you must get your initial treatment from those providers. If that insurer also has a pharmacy or diagnostic network, you must get service within these networks. If the carrier uses these networks, it must also tell you its service providers and how to use them.

### **Benefits for Lost Wages**

You are entitled to a portion of your lost wages if your injury affects you in one or more ways:

1. It keeps you from work for more than seven days;
2. Part of your body is permanently disabled;
3. Your pay is reduced because you now work fewer hours or do other work.

An employer or insurer can accept your claim and begin paying your lost wage benefit promptly. Sometimes, employers and carriers dispute a claim. When that occurs, the Board strives to resolve most cases within 90 days.

You may hire an attorney or licensed representative, who can be helpful with complex or disputed claims, but it isn't required. The Board sets their fees and they will be deducted from your lost wages award. You or your family should not pay anything directly to your attorney or licensed representative.

If your case is disputed, you may receive disability benefits while the case is heard. You'd pay them back out of your lost wages award. To get a DB-450 form, visit [www.wcb.state.ny.us/content/main/forms/db450.pdf](http://www.wcb.state.ny.us/content/main/forms/db450.pdf) or a Board office, or call (800) 353-3092.

### **Help is Available**

People sometimes need help getting back to work. An injury can also cause family or financial problems. The Workers' Compensation Board has rehabilitation counselors and social workers to help. Call (877) 632-4996 for more assistance.

### **What's Next?**

Your employer or its insurance carrier will contact you if your claim is accepted. When that happens, your treatment will be paid and lost wage benefits begin. If your case is challenged, the Board will notify you about resolving the case. If more information is necessary, the Board will contact you and tell you how to file it.

### **Important Contact Information**

Workers' Compensation Board	(877)632-4996	General_Information@wcb.state.ny.us
Disability Benefits	(800)353-3092	www.WCB.State.NY.US
NYS Bar Association Lawyer Referral and Information Service	(800)342-3661	lr@nysba.org.