

All employees are instructed to contact their supervisor when incurring a work related injury or illness. The supervisor's role is divided into two functions: Claim Reporting and Claim Review.

You are the most effective person in the reporting and review of the claim because you are the person with whom the injured employee communicates with to initiate a claim for benefits.

Your attention to claim reporting and claim review will allow the claim to be handled with prompt attention, avoid complications for employees and provide useful information to protect employees from exposure to future injuries.

**Remember,  
Safety Begins  
with You!**

## **CONTACT LIST AND PHONE NUMBERS**

GBS Injury Reporting Hotline  
1-800-828-2717

GBS Recurrence Reporting Hotline  
1-866-220-6534

**Gallagher Bassett Services, Inc.**  
**800 Connecticut Boulevard**  
**East Hartford, CT 06108**

Main Phone Number: 860-256-3400  
Toll Free Number: 866-422-9215  
FAX Numbers: 860-291-9875  
860-291-9839

**Prime Health Services (Medical Network)**  
**7110 Crossroad Blvd.**  
**Brentwood, TN 37027** 866-348-3887

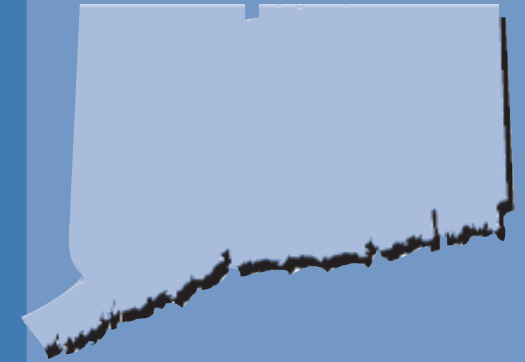
**myMatrixx (Pharmacy Network)**  
**5706 Benjamin Center Drive**  
**Tampa, FL 33634-5262** 877-804-4900

**Department of Administrative Services**  
**Workers' Compensation Division**  
**165 Capitol Avenue**  
**Hartford, CT 06106**

Phone Number: 860-713-5002  
FAX Number: 860-713-7458

**Workers' Compensation Fraud**  
**Reporting Hotline:** 800-927-0456

# State of Connecticut Workers' Compensation Program



# Supervisor's Guide to Workers' Compensation Claim Reporting

# What should you do when an employee reports an on the job injury or illness?

