

THE MILITARY DEPARTMENT WORKERS COMPENSATION PROCEDURE

To Report an Injury

1. Notify your Supervisor of injury and have them complete an **Accident Report Form** (WC-207). On a recurrent claim **no new WC-207** is required.
2. The employee's supervisor should immediately report the new claim to the 1.800.828.2717 injury hotline. Recurrent claims should be reported to the 1.866.828.2717 Recurrence hotline and the supervisor should provide as much detail of the recurrence as possible.
3. The supervisor should fax the completed WC-207 to the Human Resource Office attention Anthony Lewis, 860.548.3248. The completed form remains in the employee's Medical File.

If medical treatment is rendered the medical provider can bill Gallagher Bassett directly at 800 Connecticut Boulevard, East Hartford, CT 06108.

For information concerning participating physicians, please call 1.800.527.6106.

If You Lose Time From Work (complete the following 5 forms)

1. The employee completes the **Filing Status and Exemption Form (WC-1a)** and forwards the form to the Human Resource Office. The original form is placed in the employee's Medical File and a copy goes to the Workers' Compensation Administrator.
2. The employee completes the **Third Party Liability Form (WC-211)** and forwards the form to the Human Resource Office. The original form is placed in the employee's Medical File and a copy goes to the Workers' Compensation Administrator.
3. The employee completes the **Request for Use of Accrued Leave Form (CO-715)** and forwards the form to the Human Resource Office.
4. **The Workers Status Report Form and the WC-208 Form should be completed each time that you see a doctor.** The original completed form should be forwarded to the Workers Compensation Administrator and the copy should be forwarded to the Human Resource Office.
5. Return to duty when cleared by your attending Physician.