

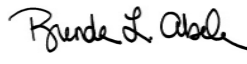
STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

Memorandum

Subject: Workers Compensation Procedures:
Occupational Injuries

Date: May 6, 2021

To: All Employees

From: Brenda Abele 
Agency HR Administrator

PERSONNEL MEMORANDUM 92-2 (Revised from July 17, 2020)

The processing of Workers' Compensation claims can be complicated because of all of the people who are involved, i.e., the injured employee, the supervisor, the medical provider, the Department of Administrative Services (DAS) Workers' Compensation Pod and the State's Workers' Compensation Third Party Administrator. Carefully following the instructions and procedures described below can minimize those complications, avoid unnecessary delays in paying Workers' Compensation benefits and medical bills, and help the injured employee return to work as soon as possible.

PROCEDURES

The following procedures must be followed whenever an employee is involved in an on-the-job injury:

1. The employee must immediately report all on-the-job injuries/accidents to his/her supervisor.
2. The supervisor must seek immediate medical attention for the injured employee, if necessary. The employee must choose a network medical provider for treatment within the Prime Health Network. Directories are available on the [CT Prime Health Services'](#) website or by phone at (866) 348-3887 (option 3) to obtain information on network providers.

The necessity of obtaining medical attention for an employee who received an on-the-job injury or illness must be of primary importance and concern and is a responsibility to be shared by both the employee and the supervisor involved. The type of accident/injury will dictate the degree of medical attention that may be necessary.

If the injury is of a serious nature, it is advised to seek medical attention from the nearest doctor, hospital, ambulance, etc. immediately.

3. The supervisor must immediately (within 24 hours) complete a Report of Occupational Injury or Disease ([DAS WC-207 Form](#)) and a [Supervisor's Incident Investigation Report](#) (DAS WC 207-1) and forward to the Department of Administrative Services (DAS) Centralized Workers' Compensation Pod by fax at: 1-860-730-8316; or by email at: DAS_RfaxWCGG@ct.gov. Please note there is an underscore between "DAS_Rfax" if you are typing in the email address directly.

It is critically important that supervisors report the injury to the posted hotline (1-800-828-2717) within 24 hours after the injury occurs. Include any and all special facts or pertinent information concerning the injury and have the completed [DAS WC-207 Form](#) available, so the claim can be processed within the time limits prescribed by law.

The Department of Transportation, as an employer, is obligated by law to process each claim of workers' compensation and should continue to process all workers' compensation paperwork in a timely manner.

4. Workers Compensation Fraud is a Crime, if you question the validity of a claim, you may call the Fraud Hotline at 1-800-927-0456. The Fraud Hotline is available 24 hours a day, 7 days a week, to file a report. All calls are anonymous and confidential.

5. The supervisor must have the injured employee complete the following forms within 24 hours from the date of injury (to be signed by employee and returned to DAS Workers' Compensation Pod):

[WC-211 – Third Party Liability/Concurrent Employment](#)

[WC-715 – Request for Use of Accrued Leave with Workers' Compensation](#)

[WC-1A Filing Status and Exemption](#)

Workers' Compensation Procedure Agreement (see last page)

A WC-715 form must be submitted for each separate lost time occasion. Once an election is made, it cannot be revoked and will remain in effect for that period of lost time. If there are any questions regarding this form, please contact DAS_RfaxWCGG@ct.gov.

6. It is the employee's responsibility to forward the completed [Worker Status Medical Report \(WC-208\)](#) to the Department of Administrative Services (DAS) Workers' Compensation Pod at DAS_RfaxWCGG@ct.gov and the supervisor after each and every medical appointment. If the Worker Status Medical Report is not received, the absence may be charged to Unauthorized Leave without Pay. A Worker Status Medical Report must be submitted by the employee until he/she returns to work, full duty.
7. All medical bills related to on-the-job injuries should be sent directly to the Third-Party Administrator, Gallagher Bassett claims adjuster. The date of the accident and the Agency name (DOT) must be shown on each bill submitted for payment so any delays can be avoided. Employees should refer all letters or notices from medical providers or collection agencies concerning non-payment of Workers' Compensation related bills to the Third-Party Administrator.
8. It is extremely important that these procedures and forms be completed promptly. Delays in following these procedures, completing and submitting these forms will result in a delay in the payment of employee salaries, Workers' Compensation benefits, and medical bills.

ATTENDANCE CODING

1. The date of injury is always coded to regular work activity.
2. While an employee is being coded to any type of workers' compensation activity, code only to overhead and never to a project code.
3. The employee has the option of receiving his full pay while out of work on workers' compensation. If the employee elects this option (based on DAS WC-715 election), he/she will receive the difference between his/her state pay and what the workers' compensation pays (differential). Payment is made via employee's leave balances.
4. The employee also has the option of not receiving full state pay and not using his/her leave balances. In this case they would only receive payment from the third-party administrator.
5. Workers Compensation coding is entered per instruction given by the DAS Workers Compensation Pod.

Upon employee's return to work, an e-mail must be sent to DAS_RfaxWCGG@ct.gov with the date of return to avoid an overpayment of benefits. All medical documentation with the effective date of return to work should also be sent immediately to the DAS Workers' Compensation Pod. If there is any question regarding an employee's return to work and capabilities, please contact the DAS Workers' Compensation Pod Human Resources Representative. Please do not send employee home.

EMPLOYEE RESPONSIBILITIES

Generally, employees must do everything reasonably possible to ensure their recovery and their return to work occurs as quickly as possible. Specifically, employees should:

1. Follow their doctors' advice in terms of medical treatment, therapy, medication, activity restrictions, etc. Employees should not engage in any physical activity which could be counterproductive to the healing process and cause a setback in terms of recovery and returning to work. Employees are accountable for their actions.
2. Employees must make every reasonable effort to keep their scheduled doctors' appointments and keep their supervisors advised of their progress. Employees should have their doctors notify the Third-Party Administrator immediately of any significant changes in the employees' medical condition, including the possibility of returning to work in a light or selective duty capacity.
3. Employees must provide their doctors with honest and accurate descriptions of what their job duties and responsibilities are. The doctor should be advised there are light/selective duty assignments available.
4. Employees must be sure their doctors provide the Department with completed medical documentation on the Worker Status Medical Report (WC-208).
5. Employees must return to work as soon as their doctor authorizes them to do so. A completed Worker Status Medical Report, which either releases them to perform regular duty, or detail any light duty restrictions (i.e., a weight-lifting restriction of no more than 20 pounds, etc.) must be completed and sent to the supervisor, DAS Workers Compensation Pod and Third-Party Administrator.
6. Employees must inform the DAS Workers' Compensation Pod of any employment with another employer during the period Workers' Comp benefits are being received.

Following the above rules should improve communications between the injured employees, their doctors, their supervisors, and the DAS Workers' Compensation Representative to ensure the employee's claim is processed timely and they return to work as quickly as possible. Failure to reasonably comply with these guidelines, or any abuse of the Workers' Compensation Program or benefits, could result in the employee's discipline, which may include termination from State service. However, this shall not preclude employees from appealing such action through the grievance procedure or other forums.

Questions concerning this memorandum should be directed to your DOT Human Resources Representative.

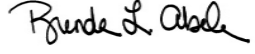
STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

Subject: Workers Compensation Procedures:
Occupational Injuries

Memorandum

Date: May 6, 2021

To: All Employees

From: Brenda Abele 
Agency HR Administrator

This is to remind all employees who are injured on-the-job of their obligation to comply with the Workers' Compensation procedures and instructions explained in DOT [Personnel Memorandum 92-2](#). Of particular importance is the section entitled "Employees' Responsibilities".

You are encouraged to read this memorandum and contact your DOT Human Resources Representative if you have any questions concerning its contents.

Failure to follow these procedures, including the submission of required periodic medical reports could jeopardize benefits and/or constitute cause for disciplinary action.

Attachment

TEAR HERE

I have received a copy of DOT Personnel Memorandum 92-2 entitled "Workers' Compensation Procedures: Occupational Injuries" dated May 6, 2021.

Employee Name (Please Print) _____

Employee Signature _____ Date _____