



## Guidelines for Workers' Compensation Claims

1. When an employee is injured at work, the employee should report the injury first to his/her Supervisor. If his/her supervisor is not available, the injury should then be reported to Robyn Westerkamp in Human Resources at 203.458.4307. Employee Instructions are posted on HR Bulletins, and are also available on *Group Shares>HR Forms>Workers' Compensation*.
2. The employee and supervisor will together (when feasible) contact Medcor, the Trust's 24/7/365 TeleCare line, at (866) 730-1143, and will be connected with a Nurse who will recommend a treatment plan.
3. **Please do not report late (any injury reported after two days) injuries to Medcore, please contact HR**
4. If immediate medical care is recommended, care should be provided by one of the First Treatment Centers listed below. The employee or supervisor is to notify Human Resources of the treatment center location so that authorization for treatment can be made. If the situation is an emergency, the employee should be sent to the nearest emergency facility or hospital.

### **Yale Occupational Health Locations:**

#### **New Haven:**

175 Sherman Avenue  
203-789-3721  
Hours: M-F 8:00am – 5:00pm

#### **Hamden:**

2080 Whitney Avenue  
203-789-6240  
Hours: M-F 8:30am – 5:00pm

### **Stony Creek Urgent Care Locations:**

#### **Branford:**

6 Business Park Drive  
203-483-4580  
Hours: M-F 8:00am – 7:30pm

#### **Orange:**

236 Boston Post Road  
203-815-1054  
Hours: M-F 8:00am – 7:30pm  
Sat & Sun: 9:00am – 2:30pm

### **Middlesex Health Occupational & Environmental Medicine Locations:**

#### **Essex:**

252 Westbrook Road (Route 153)  
860-358-3840  
Hours: M-F 8:00am – 4:30pm

#### **Middletown:**

534 Saybrook Road  
860-358-2750  
Hours: M-F 8:00am – 4:30pm

5. Incidences will immediately be reported to the Trust, and Medcor will send Human Resources the First Report of Injury.
6. Human Resources will follow up with employee and notify the manager of employee work status.

Effective May 20, 2019