

Frequently Asked Questions regarding Workers' Compensation

I was involved in an accident on the job but I did not go to the doctor or take time off from work. Do I still need to report the accident to my supervisor?

Yes! Every accident/injury must be reported to your supervisor immediately, regardless if you took time off or not. If you were injured in an accident on the job and the treatment for the injury is greater than first aid, you must also seek medical treatment from a health care provider who has been approved by the New York State Workers' Compensation Board.

Claim Processing

What forms do I need to complete in order to file a claim for workers' compensation?

The following forms, obtained from the Employee Resource Center by visiting our internal site at <http://hcin Insider.nychhc.org/corpo ffices/erc/Pages/WorkersCompensation.aspx> or our external site at <http://ess.nychhc.org/workerscompensation.html>, must be completed by you and your supervisor and returned immediately:

- Employee Report of Injury (WCD-23)
- Supervisor's Report of Injury (1615)
- Election of Rate of Charge (DP2002). This form MUST be completed if employee is absent from work and the election will determine the time record code for Web Time Entry.
 - Option 1, absent with pay against sick/annual leave balances, may be eligible for time restoration once the claim is accepted and compensable by the NYC Law Department. Time Reporting Code is 24.
 - Option 2, absent without pay no charge to sick/annual leave balances, may be eligible for workers' compensation payment once the NYC Law Department accepts the claim and determines the level of payment. Time Reporting Code is 23.

These completed forms must be submitted to LeavesWC@nychhc.org. NYC Health + Hospitals/HRSS Leaves Administration will file the claim with the worker's compensation insurance carrier, The NYC Law Department/Workers' Compensation Division.

Where can I get the forms?

You can get the forms from the Employee Resource Center by visiting our internal site at <http://hcin Insider.nychhc.org/corpo ffices/erc/Pages/WorkersCompensation.aspx> or our external site at <http://ess.nychhc.org/workerscompensation.html>.

What should I do if I learn that my supervisor has not yet submitted the Injury Reports to LeavesWC@nychhc.org?

You should complete the Employee Report of Injury and the Election of Rate of Charge forms and submit them to LeavesWC@nychhc.org

How do I obtain a carrier case number (claim number)?

Once the New York City Law Department receives your claim forms from NYC Health + Hospitals/HRSS Leaves Administration and decides that your claim is "compensable", the NYC Law Department will assign and send you a carrier case number (claim number) in an Acceptance letter by regular mail. If you write in your claim forms that you need to seek medical treatment, the HRSS Leaves Administration/WC Intake Worker will request a carrier case number from the NYC Law Department and send it to you by email. Your workers compensation certified health care provider will need your carrier case number in order to continue treating you.

Medical Treatment

Where can I obtain a list of participating workers' compensation doctors?

Visit the New York State Workers' Compensation Board website (www.wcb.ny.gov) to obtain a listing of participating physicians. This information can also be obtained by telephone at (800) 781-2362 / (877) 632-4996 or via email at WCBMedicalDirectorsOffice@wcb.ny.gov.

My treating physician has asked for authorization/payment for services. What do I do?

If your physician requests any authorizations for medical services or payment for services already rendered, refer these issues to your benefits examiner at The New York City Law Department.

Who pays for my medical expenses (e.g., surgery, x-rays, prescriptions, etc.) relating to my accident?

The New York City Law Department is your insurance carrier for workers' compensation benefits when NYC Health + Hospitals employees are involved in a work-related injury/illness. Employees must not use their personal employer-sponsored health insurance for any expenses related to the work-related incident. You must seek treatment by a workers' compensation certified health care provider. Your physician must submit a Doctor's Initial Report (C-4 form) for reimbursement to:

New York City Law Department Workers' Compensation Division
350 Jay Street, 9th Floor
Brooklyn, NY 11201

I have an old work-related injury and I need further medical attention, but I believe my case is closed. What do I do?

Contact your benefits examiner at The New York City Law Department to see if your case is still open. If your case is open, your examiner will advise you about what steps to take in order to continue receiving medical attention. If you learn your case is closed, call the New York State Workers' Compensation Board – (877) 632-4996 or via email at Claims@wcb.ny.gov – to request a hearing to re-open your case.

Absences and Leaves

How will my absences relating to the injury be coded for time records?

The date of the accident is a regular paid day under workers' compensation, time reporting code is 22. For any additional absences, your Election of Rate of Charge (DP2002) will determine the time reporting codes.

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- Option 2, absent without pay no charge to sick/annual leave balances, may be eligible for workers' compensation payment once the NYC Law Department accepts the claim and determines the level of payment. Time Reporting Code is 23.

Does my workers' compensation claim inform you that I'm absent from work?

No, in addition to submitting your injury/incident report to be filed with the workers' compensation insurance carrier, The NYC Law Department; you MUST request a leave of absence under workers' compensation and submit medical documentation to support your work absence via email to WCLeavesOfAbsenceTeam@nychhc.org.

Who do I inform about my work absence due to my work-related injury?

You must inform HRSS Leaves Administration via email to WCLeavesOfAbsenceTeam@nychhc.org and call or email your supervisor about your absence.

Compensation

If I elect option 2 from the Election of Rate of Charge form to take a leave of absence without pay, how much money can I expect to receive from the New York City Law Department?

Workers' compensation payments are to be determined by the NYC Law Department and vary from case to case, however, typically the rates represent up to two-thirds of your regular pay up to a maximum amount that tends to increase each year.

May I use my accrued paid sick and annual leave while out on a work-related claim?

Yes, however, to do so, you must elect to use your own time by completing the Election of Rate of Charge form and electing option 1.

Can I be reimbursed if I use my sick and annual leave to be paid while I am recovering from a work-related injury?

Yes. The procedure for the restoration of time requires you to contact the NYC Law Department and request your time be restored. The NYC Law Department will perform the necessary calculations and forward the results to you and our office, HRSS Leaves Administration. Our office will forward the results to payroll to restore the time (time is restored at a pro-rated rate).

What happens if I run out of paid leave? How do I get paid?

If you are no longer being paid by using your sick/annual leave balances, you must contact your claims examiner at the NYC Law Department / Workers' Compensation Division and ask to be paid by them.

I have been on a leave of absence without pay due to a work-related injury and have not received a check from the New York City Law Department. Who do I call?

Contact your claims examiner at the New York City Law Department to inquire about getting paid.

Additional Information

Where can I obtain additional information about workers' compensation?

Additional information can be found on the New York State Workers' Compensation Board website at www.wcb.ny.gov.