



## **Accident Reporting/Workers' Compensation**

If you have suffered a workplace injury or illness, you may be eligible for workers' compensation benefits. Workers' compensation benefits provide protection for employees relative to medical expenses and loss of salary resulting from an occupational injury or illness. Basic protection is provided under the Workers' Compensation Law. If you have any questions, please contact Human Resources at 315-312-2230.

### **What to do if you sustained a work-related injury or illness?**

For New York State government employees of the State University of New York at Oswego:

1. You must complete an Employee Work Related Injury & Illness Report online at: <https://forms.gle/zccvPTSJHrDr2kus6>.
2. You will receive a copy of the report in your email, *please forward this to your supervisor*.
3. Call the ARS (Accident Reporting System) toll-free number, 1-888-800-0029, within 24 hours of incident or as soon as possible thereafter. ARS will record your injury or illness quickly and confidentially. Write down the incident number the ARS Call Center gives you. \*Your call to ARS helps ensure all workers' compensation benefits are available to you as soon as possible. Depending on the nature of your injury or illness, benefits may include medical treatment, wage replacements, leave usage and other benefits. You will not have to pay out-of-pocket costs for medication.
4. Get medical treatment if you need it. Tell your doctor that your injury or illness is work-related.
5. If you begin to lose time from work or have sought treatment, notify HR at [hr@oswego.edu](mailto:hr@oswego.edu) immediately. You will need to provide documentation stating the days you missed work and the physician's name, address, phone number.
6. If you are on a workers' compensation leave of absence, please review the below:
  - i. Employee must submit a return-to-work slip from their attending physician to Human Resources prior to returning to work. (*Do not give any medical documentation to your supervisor.*)
  - ii. Human Resource will review the return-to-work slip and provide the employee with a return to work memorandum notifying the employee's supervisor of the employee's ability to return to work. Supervisors may not allow an employee to return to work unless he/she possesses the return-to-work memorandum from Human Resource.
  - iii. If the return to work slip from the employee's attending physician states there are limitations/restrictions on the employee's ability to return to full duty, the attending physician must specify the limitations/restrictions and the duration for each (e.g., standing, bending, lifting, pulling,

pushing, repetitive motion, frequency). If the documentation from the attending physician is not clear, Human Resource will ask the employee to obtain clarification from their attending physician.

- iv. Human Resources will review the limitations/restrictions with the employee's supervisor to determine whether it is possible to temporarily modify job duties to comply with the limitations/restrictions. Approval for return with limitations/restrictions will be made on a case-by-case basis, and determination will be communicated to the employee by letter.
- v. If the employee returned to work with limitations/restrictions, the employee must provide follow up medical documentation from their attending physician once the limitation/restriction duration period has ended, stating the employee is now able to perform the full duties of their position.

### **Frequently Asked Questions**

- Q. After I call the ARS toll-free number to report my work-related injury or illness, do I need to do anything else?  
A. *Yes, you must also report your injury or illness to your supervisor and complete the Employee Work Related Injury & Illness Report (<https://forms.gle/zccvPTSJHrDr2kus6>) if you have not already done so.*
  
- Q. What if I am seriously injured and can't call the ARS toll-free number to report the injury?  
A. *The call to the ARS Call Center can be made by a supervisor, co-worker, or family member.*
  
- Q. Will the ARS Call Center be able to answer questions about workers' compensation benefits?  
A. *No, the ARS Call Center is only for reporting work-related injuries or illnesses. Workers Compensation Board at 1-877-632-4996 or visit the Workers' Compensation Board website at (<https://www.wcb.ny.gov/content/main/Workers/Workers.jsp>).*
  
- Q. Who is our workers' compensation insurance carrier?  
A. *NY State Insurance Fund (NYSIF), PO Box 66699 Albany, NY 12206. 315-453-6500*
  
- Q. What should I do with medical bills received related to my injury?  
A. *Do not pay your doctor or hospital; instruct them to forward the bills to NY State Insurance Fund. Those bills are paid by NY State Insurance Fund unless the Board disallows your case.*

- Q. What if I am absent for one cumulative year?
- A. *Employees absent for one cumulative year due to occupational injury or illness may be terminated from State service under Section 71 of the Civil Service Law, which also provides certain re-employment rights if the employee subsequently recovers.*

### **Fraud Statement of Workers' Compensation**

Any person who knowingly with intent to defraud makes a materially false statement, or conceals a material fact to obtain a benefit, shall be guilty of a crime and subject to fines and imprisonment. Report suspected Workers' Compensation fraud to:

Workers' Compensation Fraud, Inspector General's Office, (518) 473-4839, or Workers' Compensation Fraud, Inspector General, New York State Workers' Compensation Board, 100 Broadway-Menands, Albany, New York 12241.

The above information is published by the Employee Benefits Division of the State of New York, Department of Civil Service, the NY State Insurance Fund, and the Workers' Compensation Board.