

IF INJURED ON THE JOB

As your employer, we want to make sure that you get proper medical treatment as soon as possible. Local medical providers have been designated to provide any necessary treatment for our employees.

If you are injured at work, follow these simple steps:

For a minor injury (small cut, bruise, skinned knee, small burn, etc.)

- Go directly to your school nurse for first aid
- The school nurse will assist the employee in filling out a First Report of Injury Form which will then be reported to CIRMA (CT Interlocal Risk Management Agency). CIRMA is our insurance carrier for all Workers' Compensation Claims. To report a claim, call 1-800-652-4762.
- The employee will receive a copy of the First Report of Injury form for their immediate supervisor.

For an extended degree of injury (cut needing stitches, large burn, broken bones, etc.)

- Go directly to your school nurse for immediate first aid
- The school nurse will assist the employee in filling out a First Report of Injury Form which will then be reported to CIRMA (CT Interlocal Risk Management Agency). CIRMA is our insurance carrier for all Workers' Compensation Claims. To report a claim, call 1-800-652-4762.
- Employee will be sent to *The Doctors Treatment Center of Granby* and will carry a copy of the First Report of Injury Form. (*This form is your proof of employment and injury with the Simsbury Public Schools.*)
- Nurse will send copies of the First Report of Injury to the BOE
- Once employee returns from *The Doctors Treatment Center of Granby*, employee must send copy of all paperwork to Terri Heintz, BOE Central Office

For an injury that requires hospitalization (serious wound, severe burn, etc.)

- Have the school nurse evaluate the injury for a 911 call
- A school nurse will be available at the High School until 3:00 p.m. daily
- If after school hours, call 911 and have someone notify the immediate supervisor and the BOE

In cases of medical emergency, call 911!

Secondary Response will be provided by:

THE DOCTORS TREATMENT CENTER of Granby

7 Mill Pond Road
Granby, CT 06035

Phone: 860-653-2382

Fax: 860-653-6535

Hours: 7:30 a.m. – 8:30 p.m. - Mon – Fri;
9:00 a.m. – 3:00 p.m. - Sat - Sun

Connecticut Workers' Compensation Law requires you to seek medical treatment within the Preferred Provider Network (except for those medical specialties not covered in the Network.) **Should you choose to seek treatment with a provider outside the network, you may be responsible for the payment of those services and you will be placing your Workers' Compensation benefits at risk (subject to the order of a Workers' Compensation Commissioner.)**

Please note that additional selections for further treatment are available in the network. If you have any questions about medical providers or your Workers' Compensation benefits, please feel free to contact your supervisor or the Employee Benefits Department at BOE Central Office.