

## Instructions

### What to do and what forms to complete when reporting an on the job injury

When your employee is injured on the job the Immediate Supervisor, Department Head or a person that has been assigned by the Department Head must complete the following attached forms and submit them to Administration immediately:

- 1) NYSIF eFROI worksheet for all workers' comp claims reportable or non-reportable
- 2) New York State Dept of Labor SH-900\_2 NYS form for all claims reportable or non-reportable (the form is needed to complete the Town's SH-900 annual report)
- 3) Job Hazard Analysis form
- 4) Incident Investigation form
- 5) The Claimant Information packet - Must be given to the injured employee with the following:
  1. Notice of Right to Select a Workers' Compensation Board Authorized Health Care Provider (*employer shall provide form to the injured employee to sign, a copy of the signed form must be given to the injured employee and the original must be given to Administration where it may be inspected by the Workers' Compensation Board at any time*)
  2. "You were injured at work. What now? & C-3 form" from NYS Workers Compensation Board
  3. New York State Insurance Fund WC ID Card
  4. Temporary prescription service ID *card must be completed by the employer* and then given to the employee to fill a prescription if needed.
- 6) When an employee returns to work from a workers compensation leave or any other medical leave the employee must bring a doctor's note that allows them to return to work with or without restrictions, the note must be submit to Administration.

#### Important reminders:

- Reportable workers' compensation claims must be filed online at [www.nysif.com](http://www.nysif.com) (eFROI), you do not need a login and/or password, remember to print the claim before you **submit online**, the copy must be submitted to Administration.

Note: A claim is considered reportable by the Workers' Compensation Board/NYSIF if the following occurs with the injury/illness:

- 1) Lost time beyond one day from when the injury occurred
- 2) Medical treatment by a medical professional