

What is Workers' Compensation?

Workers' Compensation is a mandatory program provided by the State of Connecticut, which provides payment of medical expenses and lost wages for employees who suffer work-related injuries or illness. This system may also provide other benefits for those who qualify. Connecticut General Statutes regulate what benefits are due to an injured employee.

Managed Care System

The State of Connecticut operates a managed care program administered by GAB Robins/MedInsights in compliance with Connecticut General Statutes. The program provides a network of medical facilities and physicians that the injured employee must treat within, along with nurse case management support for coordinated care when the injuries are more extensive. Please see the Workers' Compensation Managed Care Plain Language information brochure for further details on Managed Care regulations.

Directories of Network Medical Providers are available at the South Region-Human Resources/Workers' Compensation Office and all worksites.

Receiving treatment outside GAB Robins/MedInsights Medical Provider Network may jeopardize your entitlement to available workers' compensation benefits, subject to the jurisdiction of the Workers' Compensation Commissioner.

Injured employees requiring prescribed medications should have their prescriptions filled at a GAB Robins network pharmacy to avoid out-of-pocket expenses. Directories of network pharmacies are available at the South Region-Human Resources/Workers' Compensation Office, all worksites, or call GAB Robins/MedInsights at 1-800-828-2717.

Role of the Third Party Administrator

The workers' compensation claims administrator, GAB Robins, approves or contests claims. The decision is not made by your supervisor/designated charge, Residential Manager, Program Supervisor, the SR-HR/WC Office or the Department of Developmental Services.

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CONTACT LIST AND PHONE NUMBERS

GAB Injury Reporting Hotline 1-800-828-2717

Department of Developmental Services – South Region
Human Resources - Workers' Compensation Office
104 South Turnpike Road
Wallingford, CT 06492

Susan Wisneski, Human Resources Specialist
Voice 203-294-5104 / Fax 203-294-5160
susan.wisneski@ct.gov

Carrie Lutkus, Human Resources Associate
Voice 203-294-5037 / Fax 203-294-5160
carrie.lutkus@ct.gov

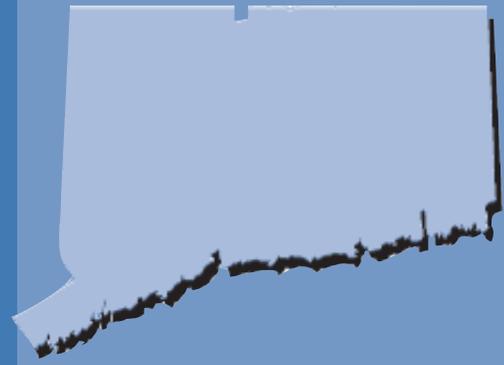
Department of Developmental Services – South Region
Payroll Benefits Contact
Voice 203-294-5032 / Fax 203-294-5160

GAB Robins
Claim Representatives (assigned claims by employee's last name) - Use the chart below to find the phone number of your claim representative:

(A-C)	860-256-3413
(D-L)	860-256-3449
(M-P)	860-256-3434
(Q-Z)	860-256-3425

Unit Supervisor: Nancy Benham
Voice 860-256-3405 / Fax: 860-291-9875

DDS



South Region Employee Workers' Compensation Information

Employee Claim Reporting Procedures

DDS South Region processes and reviews workers' compensation claims by coordinating information between the various involved parties: employees, supervisors, residential managers or program supervisors, South Region-Human Resources/Workers' Compensation Office (SR-HR/WC Office) and GAB Robins (the Third Party Claim Administrator). These procedures are intended to improve communications between the injured employee, their doctor and the employer to ensure a safe and timely return to work. Failure to follow these procedures may result in a delay or denial of benefits.

What to do if you are injured on the job

If an injury is life threatening, contact 911 for emergency medical response.

Immediately report any new injury or recurrence of a prior injury to your supervisor/designated charge.

Provide the supervisor/designated charge with all information necessary to complete the DDS-SR Workers' Compensation package.

The supervisor/designated charge must immediately call the **Injury Reporting hotline 1-800-828-2717** to report the incident. Send the completed forms to the SR-HR/WC Office via fax to (203) 294-5160 (with originals to follow in mail) within 24 hours.**

Obtain a copy of the Injury Report and a Worker Status Form to take to your medical providers.

Recurrences - If this is a recurrence the employee must call the **SR-HR/WC Office at (203) 294-5104** and provide the following information: employee name, worksite location, date of original injury, date of recurrence and where medical treatment is being sought.

IMPORTANT – A claim for recurrence cannot be considered for approval unless the above information is provided to the SR-HR/WC Office and supporting medical documentation is provided.

Medical Treatment

Injured employees seeking medical treatment must go to a provider in the Managed Care Network.

All medical providers must complete a Worker Status Report and fax it to the SR-HR/WC Office at (203) 294-5160.**

Injured employees are required to present all Work Status Reports and other medical documentation related to the ongoing treatment of their injury to the SR-HR/WC Office.

***It is the employees responsibility to ensure a copy of the Worker Status Report and appropriate paperwork is received in the SR-HR/WC Office to ensure timely processing of any workers's compensation claim.*

In case of time lost from work

If the medical provider indicates that the injured employee temporarily cannot return to work due to the work injury, the injured employee must immediately notify his/her supervisor, and the SR-HR/WC Office at (203) 294-5104.

Return to Work

Return to work is authorized by the attending physician in the following two forms:

Regular Duty: The employee must immediately notify the SR-HR/WC Office at (203) 294-5104 and your supervisor when the attending physician outlines a release for regular duty.

Restricted Duty: The employee must immediately notify the SR-HR/WC Office at (203) 294-5104 when the attending physician outlines a return to work restricted duty. Accommodations will be made whenever possible to return the employee to work within their restrictions. The SR-HR/WC Office must receive a Worker Status Report from the medical provider clearly indicating the nature and expected duration of the employee's restrictions.

Payroll Deductions

Please note that payroll deductions for health insurance and other items are not deducted from workers' compensation checks. It is the employee's responsibility to make payment arrangements with payroll benefits personnel to prevent these benefits from lapsing.

Health and Safety

The Department of Developmental Services is committed to maintaining a safe workplace. A workplace safety committee is maintained in the South Region. The committee assists in establishing and maintaining a safe workplace and a process for employees to participate in safety issues within the Region. Input to this committee is welcome.

Information regarding the Safety Committee structure within the South Region is available from the South Region Human Resource Office at (203) 294-5104 and posted in common work areas.