Workers' Compensation is a form of insurance for workers who are injured or become ill as a result of their job. It provides medical care and lost wage benefits if your ability to work is affected.

What to do if you are Injured on the Job

Your Responsibilities:

- Notify your supervisor about the accident and fill out the required report. Maintenance/Grounds: The Head Custodian in each Building has the form and information needed to report your accident or call the Central Office – 486-4450 ext. 20155.
- Employees of the Transportation Department should contact:
  Nancy Papp - Arlington Garage 486-4955 ext. 10106
  Deb Hogan - LaGrange Garage 486-4955 ext. 10015
- Other Staff Members can obtain the necessary forms by contacting the Business Office – 486-4450 ext. 20155 or mail to: claims@acsdny.org.

- Get medical treatment. ***All hospital emergency departments and Urgent Care facilities accept Worker's Compensation.*** Inform your providers office that you were injured at work.
  If you prefer to see your own doctor, confirm that your doctor accepts workers' compensation. You can receive medical care from any provider that is authorized to treat workers' compensation patients.

  DO NOT USE YOUR HEALTH INSURANCE CARD OR PAY A CO-PAY.

  Inform your provider of our workers' compensation carrier- claims administrator:
  Wright Risk Management
  900 Stewart Avenue
  Garden City, NY 11530
  Attn: Stacy Barry
  516-750-9418 (PH) 516-750-5254 (FAX)

  *If asked for a Temporary WC #:
  W802342

- Submit Medical disability reports to both your supervisor and the Business Office WC Department.

Additional Information:

Any procedures which cost in excess of $1,000 must first be authorized by the workers' compensation carrier, otherwise, there is no guarantee the procedure will be covered. Your doctor must send a letter of medical necessity to Wright Risk Mgmt. explaining the need for the test and or procedure and requesting authorization to proceed. Requests may be sent via facsimile.

Refer to your contract for additional information related specifically to your employment with the District. If you still have questions you can contact your Union Representatives or the Business Office at 486-4450 ext. 20155.

Workers' Compensation Contacts

Claims Administrator	Nurse/Case Manager	Business Office	WC Board
Wright Risk Management	The Kingstree Group	Deb Rodrigue	(877) 632-4996
Stacy Barry	888-853-6412	486-4450 ext. 20155	
516-750-9418		claims@acsdny.org	