

## WORKERS' COMPENSATION – EMPLOYEE ILLNESS AND INJURY:

### FREQUENTLY ASKED QUESTIONS

- Q** If I am injured on the job or become ill due to a work-related activity, where do I report my claim?  
**A-** *All claims should be reported to the lead secretary and/or supervisor in your building or department. They have the paper and electronic reporting form.*
- Q** Should I report the incident/potential claim even if I do not seek medical care and do not miss any time from work?  
**A-** *Yes, it is the RCSD practice that all claims are to be reported. Your claim report will be kept on file for record purposes only.*
- Q** How quickly must I report my claim?  
**A-** *Claims must be reported immediately. If you are hospitalized or unable to complete the report, an incident reporting form will be filed by your supervisor or the lead secretary. However, as soon as possible after the accident, you should complete an incident reporting form and provide a copy to the lead secretary.*
- Q** Does filing an incident report indicate that my claim has been automatically accepted for workers' compensation?  
**A-** *Once your claim has been filed, the District's Workers' Compensation-Third Party Administrator, **UMR**, will review the claim to ensure that it meets necessary criteria.*
- Q** How do I obtain my claim number?  
**A-** *You will receive a letter from the **UMR** with your claim number, including your adjuster's name and contact information.*
- Q** Where should I send my medical bills?  
**A-** *All bills and claim related mail should be sent to: **UMR Group, P.O. Box 325, Syracuse, NY 13206***
- Q** What number should I use to contact the District's Workers' Compensation-Third Party Administrator, UMR?  
**A-** *You can call the toll-free number **1-844-368-6664**-or if you have received your letter from **UMR** it will include the adjuster's name and phone number*
- Q** What should I do if my primary care physician does not accept Workers' Compensation?  
**A-** *If your physician does not accept Workers' Compensation or you do not have a primary physician you should contact the New York State Workers' Compensation Board at **1-800 781-2362, (518) 462-8885** or <http://www.wcb.ny.gov/> and request a list of names of treating physicians in the immediate area.*