

Medical Treatment of Work-related Injury/Illness

It is the policy of the University of Hartford to provide a healthy and safe work environment for all students, faculty, staff, and visitors. This is accomplished through obtaining broad safety involvement and defining associated responsibilities. The goal is to minimize the number of accidents, injuries, and cases of occupational illness on the University's campus and properties. It is the responsibility of all employees to cooperate in this effort and to comply with the University's established safety practices and rules.

As a reminder, any faculty, staff, temporary, or student employee who sustains a work-related injury or illness is required to report the incident immediately to his/her supervisor. The supervisor is accountable for reporting the circumstances surrounding the work-related injury/illness to HRD by completing an Accident/Incident Investigation Form¹ immediately following the accident/incident. This form should be brought to HRD or faxed to 860.768.4732 within 24 hours of reporting the accident/incident. HRD will submit a First Report of Injury and coordinate claims processing with the University's Workers' Compensation insurance carrier.

The University participates in the Connecticut Medical Managed Care Plan, with approved network providers² available to treat work-related injuries/illnesses. Failure to use a network provider for a work-related injury/illness may result in denial of medical and/or lost wage benefits.

Please see below for the University's preferred providers for treatment of a work-related injury/illness:

- **St. Francis Center for Occupational Health** - located in Windsor at 100 Deerfield Road (860-714-9444) and also has locations in Hartford (860-714-4270), Bristol (860-589-0114), and Newington (860-667-4418).
- **CorpCare Occupational Health Center** - located in South Windsor at 2800 Tamarack Ave. Suite 001 (860-647-4796)
- **Concentra Medical Center** - located in Windsor at 1080 Day Hill Road (860-298-8442) and also has locations in East Hartford, (860-289-5561), New Britain (860-827-0745), Torrington (860-482-4552), Wallingford (203-949-1534), Waterbury (203-759-1229), Norwich (860-859-5100), Stratford (203-380-5945), and Springfield MA (413-746-4006).

When non-emergency medical treatment is necessary, please use any of the preferred providers. Both facilities have fully-qualified physicians, medical technicians, diagnostic services, and rehabilitative facilities. If you are in need of emergency medical assistance, please go to the nearest hospital for treatment.

Supervisors (or designees) should contact Human Resources Development to pre-authorize the employee's visit to St. Francis, CorpCare, or Concentra.

Preferred Pharmacy Network

Call 1.877.528.9497 or visit www.healthsystems.com to see a full list of network pharmacies.

The Injured Employee Prescription Fill Form can be found on the HRD website at www.hartford.edu/hrd

1 Additional information regarding this procedure, as well as the necessary forms, can be obtained on HRD's website at www.hartford.edu/hrd or by contacting HRD in the Computer Center/Administration Building CC121 or by calling 860-768-4666.

2 To access The Traveler's Provider Search, visit www.travelers.com, select the Claim Center tab, select "Should I File A Claim" then click "Find a Service Provider" at the bottom of the page. Click "Medical providers." Select "Workers Compensation" then click "Yes" under "Would you like to find a ConciergeClaim Nurse location?" Enter your zip code and click "Find Claim Services."