

UNIVERSITY OF HARTFORD

Medical Treatment of Work-related Injury/Illness

October 2025

Any faculty, staff, temporary, or student employee who sustains a work-related injury or illness is required to report the incident immediately to their supervisor. In turn, the supervisor is accountable for reporting the circumstances surrounding the work-related injury/illness to HRD by completing an **Accident/Incident Investigation Form**¹ immediately following the accident/incident.

This form must be submitted within 24 hours of the accident/incident to HRD via email (hrd@hartford.edu), hand delivery (to CC121), or fax (860.768.4732). HRD will then 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.

Preferred Providers

St. Francis Center for Occupational Health

100 Deerfield Rd, Windsor, CT 06095
860.714.9444
www.trinityhealthofne.org/services/occupational-health

Concentra Medical Center

1080 Day Hill Road, Windsor, CT 06095
860.298.8442
www.concentra.com

Medworks Occupational Health

975 Farmington Ave. #1, Bristol, CT 06010
860.589.0114

CorpCare Occupational Health Center

2800 Tamarack Ave. Suite 001, South Windsor, CT 06074
860.647.4796

When non-emergency medical treatment is necessary, please use any of the preferred providers. All 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 their employee's visit to any of these locations.

Preferred Pharmacy Network

For a complete list of network pharmacies, visit www.healthsystems.com or call 1.877.528.9497 and utilize the **Prescription Fill Form** if necessary

¹ Additional information regarding this procedure is located on HRD's website at www.hartford.edu/hrd or by contacting the HR Benefit Manager.

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 Concierge Claim Nurse location?" Enter your zip code and click "Find Claim Services."