

All employees are instructed to contact their supervisor when incurring a work related injury or illness. The supervisor's role is divided into two functions: Claim Reporting and Claim Review.

You are the most effective person in the reporting and review of the claim because you are the person with whom the injured employee communicates with to initiate a claim for benefits.

Your attention to claim reporting and claim review will allow the claim to be handled with prompt attention, avoid complications for employees and provide useful information to protect employees from exposure to future injuries.

**Remember,
Safety Begins
with You!**

CONTACT LIST AND PHONE NUMBERS

GBS Injury Reporting Hotline
1-800-828-2717

GBS Recurrence Reporting Hotline
1-866-220-6534

Gallagher Bassett Services, Inc.
55 Hartland Street
Suite 400
East Hartford, CT 06108

Main Phone Number: 860-256-3400
Toll Free Number: 866-422-7622
FAX Numbers: 860-291-9875
860-291-9839

Prime Health Services (Medical Network)
7110 Crossroad Blvd.
Brentwood, TN 37027 866-348-3887

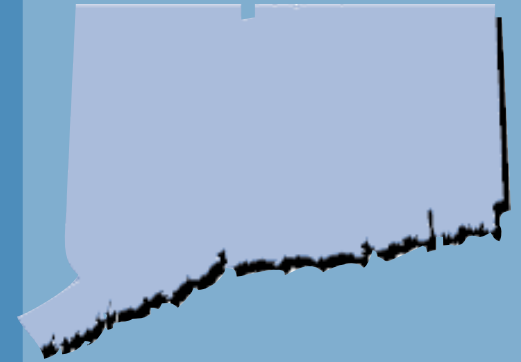
myMatrixx (Pharmacy Network)
5706 Benjamin Center Drive
Tampa, FL 33634-5262 877-804-4900

Department of Administrative Services
Workers' Compensation Division
450 Columbus Blvd. - Suite 1401
Hartford, CT 06103

Phone Number: 860-713-5002
FAX Number: 860-713-7458

Workers' Compensation Fraud
Reporting Hotline: 800-927-0456

State of Connecticut Workers' Compensation Program



Supervisor's Guide to Workers' Compensation Claim Reporting

What should you do when an employee reports an on the job injury or illness?

