
Please reference the Workplace Injuries and Prevention website for comprehensive information on Wesleyan's Workers Compensation Program at [Workplace Injuries and Prevention, Human Resources - Wesleyan University](#).

Reporting Your Injury

If you are injured at work, **immediately report the accident**, regardless of how minor the injury. This ensures that you get the care you need, that you are paid properly if you need to be absent from work, and that any potentially unsafe conditions are addressed promptly.

Emergencies: Call 911 or Public Safety at (860) 685-2345. If transportation is needed, an ambulance will be called. If you are able to, please contact your supervisor immediately, if not, Public Safety will do so. You or your supervisor should follow up with Human Resources at 860-685-2100 or benefits@wesleyan.edu as soon as possible.

Non-Emergencies: Notify your supervisor immediately and then contact Human Resources at (860) 685-2100 or benefits@wesleyan.edu within 24 hours to complete a First Report of Injury (FRI) and claim report. If you are unable to do so because of your injury, your supervisor is responsible for the notification. When an incident does not require medical attention, the First Report of Injury is for "Report Only". This records the incident and would allow you to have future medical treatment at a later date if needed.

- On an ongoing basis, Human Resources will keep your supervisor informed about your status and provide guidance for work accommodations if needed.
- A representative from PMA (Wesleyan's workers' compensation administrator) will contact you to obtain further information regarding your workplace incident. Contact information for PMA is included at the end of this packet.
- A member of the Wesleyan University Environmental Health and Safety team will also contact you to discuss your incident. Although an incident may not cause a physical injury, there may be actions the University may need to address to ensure safe working conditions.
- Human Resources collaborates with PMA as they manage your claim, assists with questions, and keeps your supervisor informed.

Incidents That Require Medical Attention:

Once a First Report of Injury is filed, your first medical evaluation is scheduled with a worker's compensation preferred provider under the Wesleyan Managed Care Plan. If you receive emergency care, that will be considered your initial medical evaluation. After your initial evaluation, you may choose a provider(s) from the Wesleyan Workers Compensation Managed Care Plan network at [Wesleyan University Managed Care Plan](#).

What to Expect When Medical Care is Needed:

- **Claim Management** - PMA, Wesleyan's Workers' Compensation administrator, will manage your claim by providing authorization for all appointments, treatments and procedures and payment of all claims.
- **Nurse Case Management** - For more complex cases, you will be referred to a nurse case manager who will help provide authorizations, coordinate treatments, and attend appointments to ensure you are receiving the care you need.
- **Medical Appointments** – Whenever possible, medical appointments should be scheduled during your regular work hours as this is considered paid time under Workers Compensation law. If you are unable to schedule an appointment during your regular work hours, hourly employees should record this time on their timesheet. Exempt staff may adjust their schedule as needed to account for appointments outside of their regular work hours.
- **Out of Pocket Expenses** - All injury-related out-of-pocket expenses incurred (prescriptions, mileage, parking, etc.) will be reimbursed to you directly by PMA. Please contact your assigned claim administrator to submit reimbursements.
- **Prescriptions** - PMA utilizes the Express Scripts Retail Pharmacy network for prescriptions related to your Workers' Compensation injury. You will receive a card to use at the pharmacy, so they do not bill your health insurance. This card will allow you to obtain a prescription at a retail pharmacy for up to a 14-day supply and \$150 maximum. If there are issues processing your prescriptions, please have the pharmacist contact the Express Scripts Patient Care Center at 1-800-945-5951.

Your Responsibilities:

- **Communication with Human Resources:** Please keep Human Resources updated regarding time out of work and information about your medical appointments, physical therapy, and procedures related to your injury.
- **Communication with your Supervisor** - Please keep your supervisor informed of your need for time off, however, please submit all medical and time off notes to Human Resources directly. Human Resources will confirm your work status and needed accommodations with your supervisor.
- **Communication with your Nurse Case Manager** – If you are referred to a nurse case manager, it is critical to keep them informed about your treatment and progress. The nurse case manager is someone who works with PMA to help you with the coordination of appointments, procedures, therapy, and medications. As part of their role, they will also attend appointments with you to be your advocate with the medical providers, ensuring you receive the best care while treating for your injury and ensuring timely authorization of treatments. You will be responsible for contacting the nurse case manager with any appointments you make, especially when rescheduling is needed.
- **Working with your Provider** – Please follow your provider's treatment plan and attend all appointments. If you have a conflict, please provide ample time to reschedule. Please keep PMA and your nurse case manager (if applicable) updated on any appointment changes. Continue working with your provider until you have reached Maximum Medical Improvement (i.e. completely recovered or the best your condition will be). Please make your medical appointments during your regular work hours whenever possible.

If you are placed on modified restricted duty:

- Human Resources will work with your supervisor to determine if a temporary modified duty position exists to meet your doctor's specified restrictions.
- Once the modified duties are determined and reviewed by your treating provider, you will be notified in writing to clearly communicate the modified duties. A refusal of modified work may impact your Workers Compensation benefits.
- If accommodations are needed while on modified restricted duty, they will be reviewed and coordinated by Human Resources and PMA. Examples of accommodations include providing a stool to elevate an injured leg while sitting at a desk or voice to text software if an employee is unable to type due to an arm injury. If an accommodation cannot be provided, you will receive written notification.
- If modified duty is not available to meet your restrictions, you will be notified in writing and you will continue on Temporary Total Disability leave.

What to expect if you are out of work due to your workplace injury:

- If your provider takes you out of work for more than three days, you will be placed on a Temporary Total Disability certified medical leave or Temporary Partial Disability.
- Temporary Total Disability (TTD) is the wage replacement benefit for which an employee may be eligible if they are totally disabled from a work-related injury or illness. The benefit rate is 75% of the employee's after-tax and social security average weekly wage based upon the wages earned by employee prior to the injury (up to 52 weeks). You are not taxed on the TTD portion of your paycheck (subject to the state maximum).
- Temporary Partial Disability will be paid when an employee is able to perform some type of work, but not their regular duties or for the same number of hours. Temporary partial disability benefits are 75% of the after-tax difference between the wages earned post-injury and the wages paid before the injury (subject to the state maximum).
- If you are unable to work for more than seven days, the three-day waiting period is eliminated, and benefits are paid retroactively to the beginning of your incapacity.
- While you are out, you will be paid by Wesleyan on your regular pay cycle. You will receive your benefit rate under Temporary Total Disability or Temporary Partial Disability. Wesleyan will supplement the TTD or TPD payment for a period of time-based on your years of service and/or job classification.

Administrative Staff with < 2 years of service – 1 month of supplemental benefit to 100% pay
Administrative Staff with 2 - < 3 years of service – 2 months of supplemental benefit to 100% pay
Administrative Staff with 3 - < 4 years of service – 3 months of supplemental benefit to 100% pay
Administrative Staff with 4 - < 5 years of service – 4 months of supplemental benefit to 100% pay
Administrative Staff with 5 - < 6 years of service – 5 months of supplemental benefit to 100% pay
Administrative Staff employees with 6 or more years of service or faculty members– 6 months of supplemental benefit to 100% pay

Collective bargaining employees should reference their contracts for information regarding the supplementation of TTD or TPD payments.

- All University benefits will continue while treating for a workplace injury. Premiums will be collected from your paychecks as usual. Retirement contributions (employee and employer) are not made on the non-taxable portion of your benefits but will be made on the taxable supplemental pay from Wesleyan.
- All absences related to your injury count toward Family Medical and Leave (FML) provided you have been employed one year and have worked at least 1,250 hours in the 12-month period prior to the injury. Information regarding FML is located at <https://www.wesleyan.edu/hr/employee-resources/fmla.html> If you have questions regarding FML, please email benefits@wesleyan.edu.
- A medical release from your treating physician is required to return to work either in a full duty capacity or modified restricted duty capacity.

Recording time off

- Time out of work must be medically certified by the nurse case manager, your provider, or by PMA.
- Medically certified time is any time authorized in writing by your treating physician, clinician, nurse case manager, or physical therapist. If your absence is not medically certified, you must use accrued, unused sick time in place of workers' compensation. If you are out of work for an extended period, Human Resources will coordinate the reporting of your time with your supervisor.
- Please keep your supervisor and Human Resources informed of any appointments or days away from work and any rescheduled appointments.
- All Workers Compensation time will be recorded in Workforce Time by Human Resources.

Definitions

Medical Only Claims – An incident that is reported by an employee to the supervisor with corresponding medical treatment, but the injured employee loses no time from work.

Lost Time Claims – Claims in which the severity of an injury warrants a healthcare provider to restrict the employee from their regular job duties for a specified period of time.

Report Only Claims - An incident that is reported by an employee to the supervisor, but no medical attention is being sought.

Wesleyan Managed Care Plan – A Managed Care Plan (MCP) provides injured employees with a designated network of medical professionals. This network delivers quality medical care at a reasonable cost and helps facilitate a medically appropriate return to work for the employee.

Temporary Total Disability Leave - Temporary Total Disability (TTD) is the wage replacement benefit for which an employee may be eligible if they are totally disabled from a work-related injury or illness. The benefit rate is 75% of the employee's after-tax and social security average weekly wage based upon the wages earned by employee prior to the injury (up to 52 weeks). You are not taxed on the TTD portion of your paycheck.

Temporary Partial Disability will be paid when an employee is able to perform some type of work, but not the same kind or number of hours. Temporary partial disability benefits are 75% of the after-tax difference between the wages earned post-injury and the wages paid before the injury (subject to the state maximum). You are not taxed on the TPD portion of your paycheck.

Who to Contact

Workers Compensation

Wesleyan University Human Resources

Amy Walsh, Associate Director of Benefits

Phone: 1-860-685-2100

Email: awalsh@wesleyan.edu

Nurse Case Manager, Windham Group

Manages & coordinates medical care

Mayra Diaz-Crespo, RN

Claims Adjuster |

Phone: 800.898.0386 x4351

Cell: 860.216.4317 Efax: 866.579.6417

Email: mcrespo@windhamgroup.com

PMA, Workers Compensation Insurance Company

Manage claim administration

Medical Only Claims

Owen Raab

Claims Adjuster

PMA Management Corp. of New England

P: 848-525-6264 | F: 800-432-9762

Owen_Raab@pmagroup.com

Lost Time Claims

Ashley Jackson

Claims Adjuster

PMA Management Corp. of New England

P: 203-679-3813 F: 203-679-3894

Ashley_Jackson@pmagroup.com

Resources

Wesleyan Human Resources Workers Compensation Website

<https://www.wesleyan.edu/hr/workplace-injuries.html#item1>

Wesleyan Workers Compensation Managed Care Plan Network

<https://www.wesleyan.edu/hr/pdfs/Wesleyan%20University%20MCP%20-%20eff.%209.1.19.pdf>

Wesleyan Human Resources FMLA Website

<https://www.wesleyan.edu/hr/employee-resources/fmla.html>

State of Connecticut Workers Compensation Employee Website

[If You're Hurt At Work \(ct.gov\)](http://www.ct.gov)