

**ONONDAGA COUNTY
WORKERS' COMPENSATION
EMPLOYEE INFORMATION**

Introduction

The Workers' Compensation Program is intended to provide protection to employees for accidental illnesses or injuries which arise out of and in the course of employment. Benefits may include payment of medical expenses incurred from the injury and wages to the injured employee while disabled from work.

Eagle Claim Services determines whether a claim will be accepted or rejected.

This pamphlet is intended to help employees understand some of the basic information regarding what happens and what employees need to do if they become ill or injured at work. Please contact the Personnel Officer in your department if you need further assistance.

Reporting On-The-Job Injuries & Illnesses

- Complete Onondaga County "Employee Injury/Illness Report"
- Notify your immediate Supervisor or on-duty Supervisor

Medical Treatment

- If necessary, seek immediate medical treatment.
- Notify your immediate Supervisor/on-duty Supervisor if you must leave work to seek medical treatment.
- Seek a Workers' Compensation Board approved doctor.
- If your doctor determines that this is work related, give your doctor Eagle Claim Services name and address at 220 Salina Meadows Parkway, Suite 170, North Syracuse, NY 13212.
- If your doctor determines this is not work related, use your health benefits coverage.
- In all accepted Workers' Compensation cases, your doctor may not seek payment from you.
- Prescription bills or reimbursement request for Workers' Compensation claims should be sent to Eagle Claim Services. **Please do not use your health benefits coverage.**

If You Have To Be Out Of Work....

- Advise your Supervisor or department Personnel Officer within one business day that your doctor has placed you out of work.
- You must submit to your department the original doctor's note taking you out of work.
- Advise your department of your current status after each doctor's appointment along with a doctor's note documenting your status.
- Your doctor must submit a C-4 to Eagle Claim Services.
- You will be advised if additional medical information is needed.
- If you opt to use your paid leave benefits, you will continue to receive a County paycheck until your leave benefits have expired.

- If you opt to use leave without pay, please verify that Eagle Claim Services has received your doctor's C-4 to be eligible for replacement wages under Workers' Compensation by calling the Eagle Claim Services representative at 435-3675.
- If you use leave without pay, your other benefits, such as retirement benefits, health benefits, etc. could be affected. You should contact your department's Personnel Officer or the Personnel Department to help you make an informed choice.
- Once you receive Workers' Compensation wage replacement benefits, you will only be reinstated to payroll when you physically return to work.
- By Law, you cannot accept or cash a County paycheck and a Workers' Compensation check covering the same period. This could constitute fraud.
- If you receive two checks, you must contact your department's Personnel Officer and the Eagle Claim Services representative at 435-3675 within one business day.
- Overpayments will be recouped.
- Employees scheduled to appear at Workers' Compensation hearings must use their own leave time (vacation, personal or compensatory time) or approved leave without pay. Sick leave may not be used to attend a hearing.

When You Are Able To Return To Work

- You must advise your Supervisor or the department's Personnel Officer about your ability to return to work with or without restrictions as soon as your doctor indicates.
- You will be advised if additional medical information is needed.
- You must provide a doctor's note releasing you to work.
- If the doctor has included temporary restrictions in the Return to Work note, **before you return to work**, you must contact your department's Personnel Officer to confirm whether or not the restriction can be accommodated.
- Eagle Claim Services may restore a portion of your paid leave time used.* This restoration of your leave time may be further reduced in accordance with Workers' Compensation Law.
- * **Note:** Restoration of leave time will be determined at the final Workers' Compensation Board hearing, and may take a year or longer. Holidays, Floating Holidays and Donated Leave Transfer **will not be restored**.
- Your Payroll Clerk will notify you when any paid leave benefits have been restored.

Other Information You Need To Know

- Although most claims are legitimate, some claims can be inflated or fraudulent. Eagle Claim Services continually reviews all claims for possible fraud.
- Lost time due to work related injury/illness may qualify you for the Family Medical Leave Act whether you are using paid leave, leave without pay or Workers' Compensation.
- Under certain articles of the New York State Civil Service Law, an employee who has been absent for more than one year or permanently disabled can be terminated.
- Call your Personnel Officer if you have questions or concerns.