



# East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

Dr. Clarence G. Ellis  
Superintendent of Schools

## WORKERS' COMPENSATION FACT SHEET For the Injured Claimant

1. A C-2F Injury report **MUST** be filed within ten (10) days from the date that the employer first has knowledge of the accident.
2. Please notify your doctor and/or hospital emergency room that the School District is self-insured with **WRIGHT RISK MANAGEMENT, 900 Stewart Ave., Suite 600, Garden City, NY 11530**. The policy number is: **W861496**. **ALL** claims – medical bills are to be sent to Wright Risk Management and not to the School District. Wright Risk's telephone number is: **1800-476-9747**.
3. If you are unable to report to work due to an on-the-job injury, please call your absence in as such and give the date of injury. You must also let Personnel know this as well so Wright Risk Management can be informed and the proper paperwork is completed. When you are to return to work, you must have a medical note stating the diagnosis and that you are cleared to return to work.
4. Out-of-State Residents who seek a doctor regarding work-related injuries are asked to consult a New York based doctor, unless the injury is of an emergency nature. Injuries occurring within the School District come under the jurisdiction of the New York Workers' Compensation Board. As such, the Law requires that you be treated by a doctor authorized to treat Workers' Compensation cases who will charge what is permissible under the New York State fee schedule. If you need assistance in choosing such a doctor in your vicinity, please call **(718) 802-6600**.
4. Any unpaid doctor or hospital bill that you may receive should be forwarded to **Wright Risk Management** at the above address.

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*Please make sure the Nurse completes your C-2F form and that you have answered all the appropriate questions. Then your C-2F is sent to the Personnel Office so your claim can be processed quickly and efficiently.*

***Claimants who are out of work due to an on the job injury cannot return to work unless they have a medical note (with a diagnosis) stating that they can return to work. If there are restrictions necessary for return, they must be clearly stated on the medical note. The district will accommodate restrictions to ensure the claimant is able to return fully to their position. Paychecks will be mailed to the claimant's residence.***

***Claimants who are out of work due to on the job injury are to remain off district property until they meet with Personnel with the proper documentation clearing their return. Please call Personnel (x6090) to set up an appointment to be cleared to return.***