

Western Connecticut State University
Supervisors Guide to Processing a Work

Related Injury

New Injuries

If injury is life threatening, contact 911 for emergency response.

Supervisor is notified of the injury.

Supervisor interviews injured worker and distributes WCSU informational brochure to employee.

Supervisor immediately calls injury into 1-800-828-2717 to report injury and sends completed form 207 to Payroll office within 24 hours.

Injured employee seeking medical attention must use Corporate Health Care or emergency treatment at Danbury Hospital for their initial visit.

Corporate Health Care 203-749-5720

Recurrences

If this injury is a recurrence employee must call the WCSU payroll office at (203) 837-8365 and provide original date of injury and location where medical treatment is being provided. Medical treatment must be the same day as report of recurrence.