

# INJURED ON THE JOB?

As your employer, we want to make sure that you get proper medical treatment as soon as possible. Local medical providers have been designated to provide any necessary treatment for our employees.

If you are injured at work, follow these simple steps:

**For a Minor Injury** (small cut, bruise, skinned knee, small burn, etc.)

- Apply First Aid and speak with supervisor to determine if further treatment is necessary.
- Supervisor will assist employee in filling out a First Report of Injury Form which will then be reported to CIRMA (CT Interlocal Risk Management Agency). CIRMA is our insurance carrier for all Workers' Compensation Claims. To report a claim, call 1-800-652-4762.
- The employee will receive a copy of the First Report of Injury form for their immediate supervisor.

**For an Extended Degree of Injury** (cut needing stitches, large burn, broken bones, etc.)

- Apply First Aid and speak with supervisor to determine if further treatment is necessary.
- Supervisor will assist employee in filling out a First Report of Injury Form which will then be reported to CIRMA (CT Interlocal Risk Management Agency). CIRMA is our insurance carrier for all Workers' Compensation Claims. To report a claim, call 1-800-652-4762.
- Employee will be sent to *The Doctors Treatment Center of Granby* and will carry a copy of the First Report of Injury Form. (*This form is your proof of employment and injury with the Town of Simsbury.*)
- Supervisor will send copies of the First Report of Injury to the First Selectman's Office.
- Once employee returns from *The Doctors Treatment Center of Granby*, employee must send copy of all paperwork to Sean Kimball, Deputy Director of Administrative Services in the First Selectman's Office.

**For an Injury that Requires Hospitalization** (serious wound, severe burn, etc.)

- Dial 9-1-1 and follow the recommendations of emergency personnel.
- Supervisor will fill out a First Report of Injury Form as soon as possible which will then be reported to CIRMA (CT Interlocal Risk Management Agency). CIRMA is our insurance carrier for all Workers' Compensation Claims. To report a claim, call 1-800-652-4762. Supervisor will work with the First Selectman's Office on next steps.

**In cases of medical emergency, dial 9-1-1!**

Secondary Response will be provided by:  
**THE DOCTORS TREATMENT CENTER of Granby**  
7 Mill Pond Road  
Granby, CT 06035

Phone: 860-653-2382

Fax: 860-653-6535

Hours: Mon.-Fri. 7:30 a.m.–8:30 p.m.

Sat.-Sun. 9:00 a.m.–3:00 p.m.

Connecticut Workers' Compensation Law requires you to seek medical treatment within the Preferred Provider Network (except for those medical specialties not covered in the Network.) **Should you choose to seek treatment with a provider outside the network, you may be responsible for the payment of those services and you will be placing your Workers' Compensation benefits at risk (subject to the order of a Workers' Compensation Commissioner.)**

Please note that additional selections for further treatment are available in the network. If you have any questions about medical providers or your Workers' Compensation benefits, please feel free to contact your supervisor or Sean Kimball, Deputy Director of Administrative Services in the First Selectman's Office.