

Workers' Compensation Electronic Report of Injury

Frequently Asked Questions (FAQs)

HELP

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HELP

Is there a guide with screenshots that can help me report an injury online?

The guide can be found on the Workers' Compensation website at <http://www.yale.edu/workerscomp>.

What do I do if the link to the Employee First Report of Injury Form doesn't work?

Please contact the Workers' Compensation Department at 203-432-9831, or the Employee Service Center at 203-432-5552.

What if I make a mistake when reporting an injury online?

The Workers' Compensation claims adjuster will correct any mistakes on the form.

Who can help me edit a timecard for an employee on workers' compensation or for an employee who needs to leave the office for a doctor's visit or physical therapy for a work-related injury?

Any questions concerning timecard edits for employees on workers' compensation should be directed to the Employee Service Center at 203-432-5552, press "4".

INJURY REPORTING PROCESS CHANGES

How do I fill out an Employee First Report of Injury form electronically?

Visit the Workers' Compensation website at <http://www.yale.edu/workerscomp> and click on the Employee First Report of Injury Form link.

Now that the Employee First Report of Injury form is electronic, has anything else changed?

Paper forms are no longer being accepted. Otherwise, the process for reporting an injury remains the same.

Can I submit a paper form?

Paper forms are no longer being accepted.

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Can I have the injured employee submit their own report of injury electronically?

No, reporting an injury is a supervisory, managerial or business office responsibility.

REPORTING AN INJURY ONLINE

Does the online report of injury work on all computers?

Yes. The online application can be used on all computers, but it does not work when using the Firefox or Safari browser. Please use Internet Explorer.

When should I report an injury using the online First Report of Injury form?

You should report it immediately, as long as the injured individual is a Yale employee that was injured in the course and scope of their employment. A Yale employee is someone in the following categories: staff (C&T, M&P, S&M), faculty, post-doctoral associate, casual, hourly-paid student employee.

Should I use the online First Report of Injury form to report an injury to all post docs?

Only use it to report an injury to a post-doctoral associate. Do not use it to report an injury to a post-doctoral *fellow*.

What information do I need when reporting an injury electronically?

You will need to know the employee's name, location of injury, date of injury, how the employee was injured and the cause of the injury.

What do I select if I can't find the employee's name after using the Search button on the "Please Select an Employee" screen?

Click on the button that says **Employee Not On List**, and complete all required fields (in blue), and as many of the other fields as you can, on the Employee Information screen. Then, click **Next**.

What do I do if the employee was injured outside the United States?

1. Select "Connecticut" as the Accident State.
2. In the **Location** field on the Employee Information screen, select "ZZOTHER – Other : Location Not Found".
3. In the **Accident Description** field on the Occurrence Information screen, include more information about the actual location of the accident. If more space is needed, use the **Comments** field on the Claim Submission screen.

On the Occurrence Information 2 of 5 screen, what is intended by the question: Is the Injured Worker Losing Time?

This means, Is the injured worker being told to stay away from work by a medical provider? If an employee is only away from work on the date of accident, it is not considered "lost time." The injured employee has to be paid by the department for the date of accident as if they worked the entire scheduled day, no matter what time the accident occurred, if the employee had to seek medical treatment.

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On the Occurrence Information 2 of 5 screen, what is intended by the question: Was Employee Injured During Employment?

This means, Was the employee in the course and scope of their employment when the accident occurred? For instance, if the employee was injured while running a personal errand during the workday, that is not considered "injured during employment."

On the Contact Information 3 of 5 screen, what name should be entered in the "Employer Contact First Name" and "Last Name" fields?

Enter the first and last name of the injured employee's supervisor. Please fill this out even though the field is not required.

On the Claim Submission 5 of 5 screen, what does 'Record Only' mean?

Check this box if you require, or an employee requests, only a record of the injury, not a submission of a claim. A record of all injuries should be made in case an incident evolves into a situation or condition that needs medical attention.

Is there any reason that we cannot send via email a copy of the claim information to the injured employee?

No. If the supervisor wishes to do so, the employee can be copied on the report by adding their email address to the "Additional Email Address(es)" text box.

AFTER AN INJURY IS REPORTED ONLINE

What happens after the report of injury is submitted electronically?

A PMA adjuster will contact both the injured employee and the person who reported the injury.

After reporting an injury, are there any other forms I need to fill out?

If the employee goes to Yale Health for treatment, fill out the [University Health Services Appointment Form](#) (employee name, your signature and telephone number, complaint), and have that employee take the form to Yale Health for their appointment. After the form is further completed by the treating physician, the employee should give a copy to their supervisor.

If the employee goes to St. Raphael's for treatment, fill out the [St. Raphael's Occupational Health Plus Authorization For Injury Care Form](#), and have that employee take the form to St. Raphael's for their appointment. After the form is further completed by the treating physician, the employee should give a copy to their supervisor.

If an employee does not go to Yale Health or St. Raphael's for treatment, the employee is not required to bring a form to the appointment. The employee should receive a note from the treating physician, and provide a copy of this note to their supervisor.

Do I need to complete the Accident Investigation Report and send it to the Office of Environmental Health and Safety (OEHS)?

No. OEHS will receive a copy of the online First Report of Injury that you submit.

Should I, the supervisor, receive a copy of work status notes from the treating physician?

Yes. The employee should provide a copy of these notes to their supervisor.

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If an employee leaves work for physical therapy appointments, must the supervisor be notified?

Yes. The employee should notify the supervisor when going for physical therapy for a work-related injury. The supervisor can request that the employee obtain an appointment confirmation for the supervisor's records. Any questions concerning timecard edits for employee on workers' compensation should be directed to the Employee Service Center at 203-432-5552, press "4".

How am I, the supervisor, kept informed about the employee's treatment/recovery, and when/if the employee is expected to return to work?

The employee is directed that it is his/her responsibility to keep the supervisor informed after each and every doctor's visit, including information about a return to work.

Should I contact the injured employee while they are out of work?

It is encouraged that supervisors maintain contact with injured employees.