

*You can always get more information
and help if you need it.*

**FOR QUESTIONS RELATING TO
WORKER'S COMPENSATION BENEFITS:**

Benefits or Human Resources:
212-353-4148/145/156

Call PMA Management Corp:
800-329-6185

Email correspondence:
claimsmail@pmagroup.com

PHARMACY PROGRAM

TMESYS: www.pmsonline.com
Select Resource Center /Select Locator

PROVIDER NETWORK:

FIRST HEALTH NETWORK
www.pmagroup.com Link to providers in
your geographic region. While not
mandated by New York State, this network
is provided as a service to injured workers
who wish to obtain the names of providers
who can manage injuries.

MAILING ADDRESS FOR PROVIDERS:

PMA Customer Service Center
P.O. Box 5231
Janesville, Wisconsin 53547-5231

MARSH USA, INC.
70 Linden Oaks Rochester, NY 14625

585-389-8700

Revised 2011

**New York Colleges and
University Risk Management
Group**

*When you are involved in a Work
Related Injury or Illness*



- *Questions*
- *Answers*
- *Resources*

TRANSITIONAL RETURN TO WORK

If you are injured at work, our goal is to return you to your pre-injury status as soon as possible.

HOW IT WORKS

To report a work related injury- Tell your supervisor immediately within 24 hours. The First Report of Injury is provided by your supervisor

When you report your injury, your supervisor or benefits office will give you a form for your physician to complete.

Based on the information provided by your physician, we will attempt to identify an assignment that is appropriate for you.

You will be assigned only to productive work- we will not ask you to do busy work.

If you are eligible, and appropriate work is available, you will be notified when and where to report.

When work is available, participation in a Transitional Return-to-Work program is expected. Failure to show up may jeopardize your benefits.

The length of time you are able to participate in the program will be limited by the college's policy

Remember it takes Team Work – and you are an important member of the team.

WORKING TOGETHER

The Transitional RTW program facilitates quicker recovery and safe return to regular work – but it can only be effective if we work together.

MANAGEMENT RESPONSIBILITIES – WE WILL

- Report injuries as soon as we know about them, so that you can promptly receive your benefits.
- Ensure you receive prompt quality medical care.
- Transition you back to work as soon as medically possible.

YOUR RESPONSIBILITIES – IF YOU ARE INJURED

- Immediately report injuries to your supervisor within 24 hours of the event.
- Provide proper forms to your medical provider so that the proper information is obtained timely.
- Keep scheduled medical appointments and follow the provider instructions – on and off work
- Continue to meet the department's productivity and quality expectations for work assigned
- Keep the department informed of your recovery progress and

anticipated full duty Return to Work

YOUR RESPONSIBILITIES- IF A COLLEAGUE IS INJURED...

- Remember injured employees in the program are doing productive work of value to the department.
- Understand that employees in the program must follow the medical provider instructions and may need your support to do so.

*Safety is Everyone's
Responsibility*