



Workers' Compensation Guide for Supervisors

Introduction

The purpose of this guide is to orient supervisors through the Workers' Compensation process in the event an employee becomes ill or injured. The intent is to help you understand your role and responsibilities so that proper procedures are followed.

It is important to read this guide before an injury/illness occurs. You need to know what steps to take and who to contact when responding to emergency and non-emergency situations. It is important that you respond quickly and fairly.

Forms located in the appendix can be downloaded through the Human Resources website.

Frequently Used Telephone Numbers

- **Emergency** **Dial 9-1-1**
- Risk Management (203) 783-3250
- Human Resources (203) 783-3239
- The PMA Companies (800) 379-0276
 (203) 679-3900

Mailing Address:
PMA Customer Service Center
P.O. Box 5231
Janesville, WI 53547-5231

The PMA Companies ("PMA") is the third-party administrator ("TPA") for the City of Milford's Workers' Compensation program that administers all Workers' Compensation claims. PMA assists in determining whether an injury or illness arose out of or in the course of employment with the City and the employee's eligibility for Workers' Compensation benefits.

What is Workers' Compensation?

The Workers' Compensation Act (the "Act") is a state-mandated insurance program that covers lost wages and medical treatment resulting from an employee's work-related injury or illness. It also covers services needed to help an employee recover and return to work. Each claim will be reviewed for eligibility by the City's TPA.

Who is covered?

All City of Milford employees are covered, including, but not limited to, full-time and part-time staff, as well as seasonal/temporary staff. Employees are covered under the Act from the first day of their employment with the City.

When an Injury or Illness Occurs at Work

FOR ALL EMERGENCIES CALL 911.

For non-emergency injuries, an employee requiring medical attention **MUST** go to one of the following primary care providers for an initial evaluation:

For All Injury Types, Including Orthopedic

Concentra Urgent Care
60 Watson Boulevard
Stratford, CT 06106

Mon. through Friday – 8 a.m. to 5 p.m.

Requires pre-authorization – see your supervisor

For Orthopedic Type Injuries ONLY

Orthofast - Milford
321 Boston Post Road
Milford, CT 06460

Mon. – Tues. – Wed. – Thurs.

Fri. – Sat. – 8 a.m. to 5 p.m.

Orthofast – Shelton
760 River Road
Shelton, CT 06484

Telephone: (203) 382-5556

Mon. – Wed. – Thurs. – Fri. – 8 a.m. to 8 p.m.

Tues. – Sat. – 8 a.m. to 5 p.m.

Orthofast – Fairfield
305 Black Rock Turnpike
Fairfield, CT 06825

Mon. – Wed. – Thurs. – Fri. – 8 a.m. to 8 p.m.

Tues. – Sat. – 8 a.m. to 5 p.m.

Sun. – 9 a.m. to 1 p.m.

Orthofast – Monroe
731 Main Street
Monroe, CT 06468

Mon. – Tues. – Wed. – Thurs.

Fri. – Sat. – 8 a.m. to 5 p.m.

For injuries occurring after-hours where immediate medical treatment is needed, the employee should go to the Emergency Room or an Urgent Care facility. If placed out of work by the Emergency Room/Urgent Care physician, the employee **MUST** visit one of the above primary care locations the next day for follow up.

What are the next steps after an employee notifies you of a work-related injury/illness?

Reporting the Injury.

Once an employee reports a work-related injury/illness, you, the supervisor, are responsible for reporting the injury/illness to the Risk Manager. Please refrain from making assessments about the injury. Your role is to report the facts as they are explained to you and/or as you observed. If you have any questions about this process, or concerns about the injury/illness, please contact the Risk Manager.

You **MUST** complete a Supervisor's First Report of Injury (Appendix A) and submit the report, together with work status note if medical treatment is sought, to the Risk Manager no later than the following business day. The report **MUST** be completely filled out to avoid a delay in filing the claim with the TPA. Reports that are missing information will be returned for completion.

Provide the injured employee with a copy of the Workers' Compensation Program Employee Handout (Appendix B) and the Worker's Compensation Temporary Prescription Card (Appendix C), which is good for a one-time prescription fill.

Copies of the appendices referred to above may be found on the Human Resources website.

Initial Medical Treatment.

FOR ALL EMERGENCIES CALL 911.

For non-emergency injuries, an employee requiring medical attention **MUST** go to one of the primary care providers listed above.

For injuries occurring after-hours where immediate medical treatment is needed, the employee should go to the Emergency Room or an Urgent Care facility. If placed out of work by the Emergency Room/Urgent Care physician, the employee **MUST** visit one of the above primary care locations the next day for follow up.

Employees are responsible for obtaining a work status note for all initial visits, including full duty release notes, and providing the work status note to his/her supervisor. Employees MAY NOT return to work absent a work status note. Work status notes must be forwarded to the Risk Manager together with the First Report of Injury.

Follow-Up Medical Treatment.

An injured employee may need to be seen by a specialist. There are a number of specialists affiliated with the City of Milford Workers' Compensation Medical Care Plan (Appendix D) who are approved by the State of Connecticut Workers' Compensation Commission. The Medical Care Plan is updated from time to time as required by the State of Connecticut Workers' Compensation Commission. You will find the most up-to-date version on the Human Resources website.

Treatment for work-related injuries **MUST** be with providers listed in the City of Milford Workers' Compensation Medical Care Plan. If an employee requires specialty care with a provider type not listed, please direct the employee to contact the Risk Manager and/or TPA adjuster.

Employees **MUST** obtain a work status note from the treating physician at **EACH** office visit and deliver the work status note to the Risk Manager immediately following each appointment. The employee shall also provide a copy to his/her supervisor and/or department head.

How does an injured employee get his/her prescription filled?

When an employee receives a prescription for a work-related injury, he/she should use the Worker's Compensation Temporary Prescription Card (Appendix C) for the first prescription fill. Upon receipt of the claim, the TPA will contact the employee to review the claim and provide further instruction.

The injured employee's treating physician has indicated he/she is totally or partially disabled. What do I do?

Absence from work due to a work-related injury or illness is compensable only when supported by the treating physician's report. When an employee is absent due to his/her work-related injury, the department will follow the payroll procedures outlined under "How do I track the absences, and process payroll for a work-related injury or illness?"

How do I track absences and process payroll for a work-related injury or illness?

1) Absences due to Total or Partial Incapacity

Pursuant to CGS §31-295 there is a 3-day waiting period before workers' compensation benefits are payable to an injured employee. The 3-day waiting period is based on calendar days.

- Note: For example, if an injury occurred Friday (Day 0), the waiting period would be Saturday (Day 1), Sunday (Day 2) and Monday (Day 3).

The day of the injury (Day 0), no matter what time the injury occurred, is **NOT** counted as an absence and the employee is to be paid, in full, for his/her scheduled shift. The department will edit the timekeeping system for Day 0 to clock-out the injured employee at the end of his/her scheduled shift and insert a note indicating "work-related injury."

The department must enter all other absences beyond Day 0, except for medical appointments or attendance at workers' compensation, into the timekeeping system as follows:

Code 360 Days 1 – 3. The department shall enter a note indicating "WC Waiting Period."

Code 361 Days 4 and continuing until the wage continuation period, as defined by the respective collective bargaining agreement or conditions of employment ordinance, is exhausted. Payroll will provide the department with notification once the wage continuation period has been exhausted.

Code 362 Absences after the employee's wage continuation period has been exhausted.

All of the above absences, except for Day 0, will count toward the 13-week wage continuation, as defined by the respective collective bargaining agreement or conditions of employment ordinance.

2) Time of for medical appointments or attendance at workers' compensation

Pursuant to CGS §31-312, employees shall be given time off, at their usual hourly wage, for medical appointments and attendance at workers' compensation, including reasonable time for travel. The departments will follow the procedure below:

- 1) The employee shall punch in and out for the appointment.
- 2) The department will manually enter the missed time and enter pay code 360. The department shall enter a note indicating "medical appointment" or "attendance at workers' compensation."

Additionally, the weekly Workers' Compensation memo (Appendix E) to Payroll **MUST** be completed and submitted **NO LATER THAN** 10:00 a.m. Monday morning. Please be certain all information provided is accurate to avoid delay in payroll processing.

The injured employee's treating physician has indicated he/she may return to work with restrictions. What do I do?

As a supervisor, you play an important role in an employee's recovery and return to work. When an employee is released to sedentary/light duty work, you can often help speed recovery by providing the needed accommodations. The City, department, and employee can all benefit from modified or alternative work accommodations.

When an employee is released to sedentary/light duty work, the Risk Manager will review the work status with the department head and/or supervisor. Once it is determined the employee's restrictions can be accommodated, the department head and/or supervisor will communicate with the employee and advise when and where to report for work. Additionally, Human Resources will provide a work clearance form indicating the employee's restrictions and work assignment. (Appendix F)

Employees **MAY NOT** return to work unless released by his/her treating physician and a work clearance form has been issued by Human Resources.

The injured employee will not be able to return to work. What do I do?

In the event an employee is unable to return to work, the Risk Manager and Human Resources Director will conduct an interactive process with the employee to assess the ability to return to work and/or modifications that will allow for a return to work.

By following these guidelines, both the City and the injured employee will benefit from a seamless and positive experience with the ultimate goal of the employee returning to work safely and expeditiously

Dept:

Division: _____

CITY OF MILFORD EMPLOYEE FIRST NOTICE OF LOSS/ ACCIDENT INVESTIGATION FORM

INJURED EMPLOYEE Last Name:	First Name:	Date of Birth:	Social Security#:	Date of Hire:
Job Title:			Email:	
Home Address:		City/Town:	Zip Code:	Phone:
Location of Accident:		Date of Occurrence:		Time:
		Date Reported:		Time:
Describe what happened and, if applicable, describe injury (include body part). Attach an incident diagram and photographs, if appropriate.				
Did the employee lose time? <input type="checkbox"/> No <input type="checkbox"/> Yes, date lost time began: _____				
First Aid: Complete below.				
<input type="checkbox"/> Emergency Room <input type="checkbox"/> Ambulance <input type="checkbox"/> Urgent Care <input type="checkbox"/> None <input type="checkbox"/> Physician <input type="checkbox"/> Other: _____		If received First Aid: Date: _____ Time: _____ Medical Treatment Facility: _____ Address: _____ Telephone: _____		
Part of Body Injury (Indicated "R" "L" or "B", where applicable)				
<input type="checkbox"/> Head <input type="checkbox"/> Eye <input type="checkbox"/> Neck <input type="checkbox"/> Shoulder <input type="checkbox"/> Upper Back	<input type="checkbox"/> Lower Back <input type="checkbox"/> Upper Arm <input type="checkbox"/> Elbow <input type="checkbox"/> Lower Arm <input type="checkbox"/> Wrist	<input type="checkbox"/> Hand/fingers <input type="checkbox"/> Hip <input type="checkbox"/> Upper Leg <input type="checkbox"/> Knee <input type="checkbox"/> Lower leg	<input type="checkbox"/> Ankle/foot <input type="checkbox"/> Other (explain): _____	
Accidental Incident Cause Check off statements that best describe the accident/incident:				
<input type="checkbox"/> Repetitive Strain <input type="checkbox"/> Material Handling (lifting, pulling, carrying) <input type="checkbox"/> Caught in/ under/ between <input type="checkbox"/> Stuck, contacted by, with/ against <input type="checkbox"/> Burn	<input type="checkbox"/> Slip/fall inside <input type="checkbox"/> Slip/fall outside <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Cut/bruise <input type="checkbox"/> Exposure to: _____	<input type="checkbox"/> Other (explain): _____		
Witnesses				
Name:		Job Title:		Telephone:
Address:				
Name:		Job Title:		Telephone:
Address:				

Causes: Check all that are applicable

Conditions

- ☐ Congestion or restricted action
- ☐ Poor housekeeping; disorderly workplace
- ☐ Slip/trip hazards
- ☐ Lack of or inappropriate furniture/ equipment
- ☐ Design or arrangement of furniture/ equipment
- ☐ Defective furniture, tools, equipment or materials
- ☐ Inadequate or excessive illumination
- ☐ Inadequate ventilation
- ☐ Excessive noise
- ☐ Inadequate or improper protective equipment
- ☐ Fire and explosion hazards
- ☐ Inadequate warning systems
- ☐ Adverse weather
- ☐ Other (explain):

Practices

- ☐ Improper body position/posture
- ☐ Unnecessary rushing
- ☐ Improper lifting
- ☐ Unsafe loading/placement
- ☐ Using defective equipment
- ☐ Using equipment improperly
- ☐ Altering or modifying equipment
- ☐ Failure to/ Improper uses of PPE
- ☐ Inappropriate conduct
- ☐ Hazardous personal attire
- ☐ Combative person/suspect
- ☐ Other (explain):

What are the reasons for the existence of these practices and/or conditions?

Prevention/ Corrective Action

Actions to prevent accident/incident recurrence. Mark **(X)** for actions taken to prevent recurrence. Mark with **(P)** corrective actions planned but not yet carried out. More than one item may apply.

- | | |
|--|---|
| <input type="checkbox"/> Training/instruction of person involved | <input type="checkbox"/> Request ergonomic assessment |
| <input type="checkbox"/> Improve work procedures | <input type="checkbox"/> Request environmental assessment |
| <input type="checkbox"/> Inform staff/managers of safe work procedures | <input type="checkbox"/> Correction work area |
| <input type="checkbox"/> Perform job safety analysis | <input type="checkbox"/> Reassess work standards |
| <input type="checkbox"/> Inform staff/managers of hazard and how to protect themselves | <input type="checkbox"/> Reassignment of person |
| <input type="checkbox"/> Notify appropriate individuals | <input type="checkbox"/> Improve housekeeping |
| <input type="checkbox"/> Improve engineer/design | <input type="checkbox"/> Other (explain): |
| <input type="checkbox"/> Improve inspection procedures | |
| <input type="checkbox"/> Tools, equipment, furniture repair or replacement. | |

Describe actions taken to prevent similar accidents:

Investigated by:

Supervisor Name:

Signature:

Phone:

Reviewed by:

Dept Head Name:

Signature:

Phone:

What is Workers' Compensation?

Workers' compensation provides benefits to employees who suffer a work-related injury or illness. The State of Connecticut Workers' Compensation Commission oversees workers' compensation and ensures employees receive payment for lost time and medical expenses due to a work-related injury or illness.

Managed Care System

The City of Milford, through its TPA, provides a Workers' Compensation Medical Care Plan in compliance with Connecticut General Statutes. The program provides a network of medical facilities and physicians that the injured employee **MUST** treat within, along with nurse case management support for coordinated care when the injuries are more extensive.

Receiving treatment outside the City's Workers' Compensation Medical Care Plan may jeopardize entitlement to available workers' compensation benefits, subject to the jurisdiction of the Workers' Compensation Commission.

Prescriptions

An employee prescribed medication at his/her initial medical visit should contact his/her supervisor and/or department head or the Risk Manager to request a Temporary Prescription Card to obtain a one-time prescription fill. Upon receipt of the claim, the TPA will contact the employee to review the claim and provide further instruction.

Third Party Administrator (TPA)

The PMA Insurance Group ("PMA") administers the City's workers compensation plan. Once a workers compensation claim is filed with PMA, the adjuster assigned will contact the employee directly to review his/her claim.

Contact List & Phone Numbers

PMA Local Office
203-679-3900

Medical Reports & Invoices
PMA Customer Service Center
P.O. Box 5231
Janesville, WI 53547-5231
Fax: 1-800-432-9762
Phone: 1-888-476-2669

City of Milford Risk Manager
Toni Weeks
City Attorney's Office
110 River Street
Milford, CT 06460
Phone: 203-783-3250
Email: tweeks@milfordct.gov



CITY OF MILFORD

WORKERS' COMPENSATION PROGRAM

EMPLOYEE HANDOUT

Employee Claim Reporting Procedures

The City of Milford Risk Manager processes and reviews workers' compensation claims by coordinating information between the injured employee, supervisor and/or department head, medical providers, and the Third-Party Administrator ("TPA"). These procedures are intended to improve communications between the injured employee, medical provider, and the City and to ensure a safe and timely return to work. Failure to follow these procedures may result in delay or denial of benefits.

What To Do If Injured On The Job

CALL 9-1-1 IN THE EVENT OF AN EMERGENCY

Immediately report any new injury or recurrence of a prior injury to your supervisor and/or department head. Provide the supervisor and/or department head with all necessary information – date of injury, location of injury, explanation of how injury occurred, type of injury, names of witnesses that observed or were involved in incident – necessary to complete the Supervisor's First Report of Injury. It is extremely important that all information be complete and accurate to ensure timely filing of your claim. The supervisor and/or department head shall send the completed Supervisor's First Report of Injury to the Risk Manager within 24 hours.

Medical Visits

Employees requiring medical treatment ***MUST*** treat within the managed care system. An employee who is out of work or on restricted duty due to a work-related injury ***MUST*** be evaluated by his/her treating physician, at a minimum, every 30 days. At each visit, the employee ***MUST*** obtain a work status note. Following each visit, the employee ***MUST*** deliver the work status note to the Risk Manager and provide a copy of the work status note to his/her supervisor and/or department head.

Medical Treatment

Initial medical treatment should be at one of the following locations:

CALL 9-1-1 IN THE EVENT OF AN EMERGENCY

For All Injury Types, Including Orthopedic

Concentra Urgent Care
60 Watson Boulevard
Stratford, CT 06106

Mon. through Friday – 8 a.m. to 5 p.m.

Requires pre-authorization – see your supervisor

For Orthopedic Type Injuries ONLY

Orthofast - Milford
321 Boston Post Road
Milford, CT 06460

Mon. – Tues. – Wed. – Thurs.

Fri. – Sat. – 8 a.m. to 5 p.m.

Orthofast – Shelton
760 River Road
Shelton, CT 06484

Telephone: (203) 382-5556

Mon. – Wed. – Thurs. – Fri. – 8 a.m. to 8 p.m.

Tues. – Sat. – 8 a.m. to 5 p.m.

Orthofast – Fairfield
305 Black Rock Turnpike
Fairfield, CT 06825

Mon. – Wed. – Thurs. – Fri. – 8 a.m. to 8 p.m.

Tues. – Sat. – 8 a.m. to 5 p.m.

Sun. – 9 a.m. to 1 p.m.

Orthofast – Monroe
731 Main Street
Monroe, CT 06468

Mon. – Tues. – Wed. – Thurs.

Fri. – Sat. – 8 a.m. to 5 p.m.

For injuries occurring after-hours where immediate medical treatment is needed, the employee should go to the Emergency Room or Urgent Care Facility. If placed out of work by Emergency Room or Urgent Care physician, employee ***MUST*** visit one of the above primary care locations the next day for follow up.

In Case Of Time Lost From Work

If the medical provider indicates that the injured employee temporarily cannot return to work due to the work-related injury or illness, the employee ***MUST*** immediately notify the Risk Manager, as well as his/her supervisor. It is the employee's responsibility to obtain a work status note at each visit and immediately provide a copy to the Risk Manager.

Returning To Work

Return to work may be authorized by the treating physician as follows:

Regular Duty: The treating physician clearly indicates the employee is released to regular duty with no restrictions.

Restricted Duty/Light Duty: The treating physician clearly indicates that the employee may return to restricted duty and the nature and expected duration of the employee's restrictions. Accommodation will be made whenever possible to return the employee to work within his/her restrictions. The Risk Manager will notify the supervisor to determine if accommodation can be arranged. The supervisor and/or department head will contact the employee to advise of restricted/light duty assignment.

Employees should provide a current copy of his/her job description in order for the treating physician to have a full understanding of the work performed as part of an employee's regular job duties. Job descriptions may be obtained from the Human Resources Department.

Payroll Deductions

Payroll deductions for pension, health insurance, union dues and other items will continue to be deducted from checks provided through payroll. Workers' compensation benefit checks received through the TPA will not have such deductions and it is the employee's responsibility to make payment arrangements with Payroll and Human Resources Department to prevent these benefits from lapsing.

Workers' Compensation Temporary Prescription ID Card

>> To the Injured Worker:

On your first visit, please give this notice to any pharmacy listed on the back side to speed processing your approved workers' compensation prescriptions (based on the guidelines established by your employer).

Questions or need assistance locating a participating retail network pharmacy? Call the Express Scripts Patient Care Contact Center at 800.945.5951.

Atencion Trabajador Lesionado:

Este formulario de identificación para servicios temporales de prescripción de recetas por compensación del trabajador DEBERÁ SER PRESENTADO a su farmacéutico al surtir su(s) receta(s) inicial(es).

Si tiene cualquier duda o necesita localizar una farmacia participante, por favor contacte al área de Atención a Clientes de Express Scripts, en el teléfono 800.945.5951.

>> To the Pharmacist:

Express Scripts administers this workers' compensation prescription program. Please follow the steps below to submit a claim. Standard claim limitations include quantity exceeding 150 pills or a day supply exceeding 14 days. This form is valid for up to 30 days from DOI. Limitations may vary. For assistance, call Express Scripts at 888.786.9640.

Pharmacy Processing Steps

- Step 1: Enter bin number 003858
- Step 2: Enter processor control A4
- Step 3: Enter the group number as it appears above
- Step 4: Enter the injured worker's nine-digit ID number
- Step 5: Enter the injured worker's first and last name
- Step 6: Enter the injured worker's date of injury (enter in DOI field in the format YYYYMMDD)

For the following states please utilize the below group number: AL, CT, DE, DC, FL, GA, IL, IN, IA, KY, MD, MA, MI, MN, MO, NJ, NY, NC, PA, RI, SC, TN, VT, VA, WI

Express Scripts

ID #: _____

Your SSN is your temporary ID number; present to the pharmacy at the time prescription is filled. You will receive a new ID number shortly.

Date of Injury: ____/____/____
MM/DD/YYYY

Group #: **KVRA**

Employee Date of Birth: ____/____/____

For all other States, please utilize the below Group number:

Express Scripts

ID #: _____

Your SSN is your temporary ID number; present to the pharmacy at the time prescription is filled. You will receive a new ID number shortly.

Date of Injury: ____/____/____
MM/DD/YYYY

Group #: **L7EA**

Employee Date of Birth: ____/____/____

>> To the Supervisor: Please fill in the information requested for the injured worker.

Employee Information

First M Last

Street Address or PO Box

City State ZIP

Employer Name



OLD REPUBLIC INSURANCE GROUP



EXPRESS SCRIPTS®

Participating Retail Network Pharmacies

A & P	Drug Emporium	Major Value	Schnucks
Acme Pharmacy	Drug Fair	Marsh Drugs	Scolari's
Albertson's	Drug Town	Medic Discount	Sedano
Albertson's/Acme	Drug World	Medicap	Shaw's
Albertson's/Osco	Eckerd	Medistat	Shop 'N Save
Albertson's/Sav-On	Econofoods	Meijer	Shopko
Amerisource	EPIC Pharmacy	Minyard	ShopRite
Bergen	Network	NCS HealthCare	Snyder
Anchor Pharmacies	FamilyMeds	Neighborcare	Stop & Shop
Arrow	Farm Fresh	Network	Sun Mart
Aurora	Farmer Jack	Pharmaceuticals	Super Fresh
Bartell Drugs	Food City	Northeast	Super Rx
Bigg's	Food Lion	Pharmacy Services	Target
Bi-Lo	Fred's	Osco	Texas Oncology
Bi-Mart	Gemmel	P & C Food	Srvs
BJ's Wholesale	Giant	Markets	The Pharm
Club	Giant Eagle	Pamida	Thrifty White
Brooks	Giant Foods	Park Nicollet	Times
Brookshire Brothers	Hannaford	Pathmark	Tom Thumb
Brookshire Grocery	Harris Teeter	Pavilions	Tops
Bruno	H-E-B	Price Chopper	Ukrop's
Carrs	Hi-School	Publix	United Drugs
Cash Wise	Pharmacy	Quality Markets	United
Coborn's	Hy-Vee	Raley's	Supermarkets
Costco	Jewel/Osco	Randalls	Vons
Cub	Kash n Karry	Rite Aid	Waldbaums
CVS	Keltsch	Rosauers	Walgreens
D&W	Kerr	Rx Express	Wal-Mart
Dahl's	Kmart	RXD	Wegmans
Dierbergs	Knight Drugs	Safeway	Weis
Discount Drugmart	Kroger	Sam's Club	Winn Dixie
Doc's Drugs	LeaderNet (PSAO)	Sav-On	
Dominicks	Longs Drug Store	Save Mart	

NOTE: This form is not valid in the state of Ohio. For all other states, liability of a workers' compensation claim is not assumed based on the dispensing of medication(s) to a patient.



EXPRESS SCRIPTS®

The PMA Insurance Group Workers' Compensation Medical Care Plan

City of Milford

EFFECTIVE DATE OF PLAN IS:

February 8, 2022

Revised:

October 1, 2022

November 30, 2022

Prepared for:

**PMA Management Corp. of New England
101 Barnes Road
Suite 300
Wallingford, CT 06492**

City of Milford Medical Care Plan

To All Employees:

City of Milford has elected to become a participating employer in an Employers Medical Care Plan filed with the Connecticut Workers' Compensation Commission. The Employer Medical Care Plan allows City of Milford to direct employees to a list of medical providers for treatment of work-related injuries and illnesses. **Employees are obliged to obtain treatment from providers in the approved plan; failure to do so may suspend an employees' right to receive workers' compensation benefits, subject to the order of a Worker's Compensation Commissioner.**

The City of Milford Employer Medical Care Plan is part of **The PMA Insurance Group Medical Care Plan** and of PMA Management Corp. of New England, the employer's risk management firm. **The effective date of the Employers Medical Care Plan is February 8, 2022. This plan applies to all dates of injuries on or after February 8, 2022.**

Prior to February 8, 2022, the City of Milford Employer Medical Care Plan was part of the MCMC CareSys plan (October 8, 2013 – February 7, 2022) as approved and on file with the State of CT Workers' Compensation Commission.

As an employee of City of Milford, you must report a work-related injury or illness to your supervisor, who will complete a First Report of Injury Form before the end of the shift. If you require medical intervention or evaluation for your injury, you will be directed to your choice from an occupational health center to receive treatment. If you require further medical treatment, contact your program coordinator. If you have a medical emergency, go to the nearest emergency department.

You may obtain follow-up medical care from providers listed on The PMA Insurance Group Medical Care Plan directory, which is available through your program coordinator. Should your injury require specialty treatment not available in PMA Insurance Group Medical Care Plan, a consultant from an approved list established by the Workers' Compensation Commission may be chosen for your treatment.

Please review the medical care plan guide, and sign the Employee Acknowledgment, recognizing your understanding and that you have read and understand the process for treatment of work-related injuries or illnesses.

If you are out of work as a result of your work-related injury, you will be contacted regularly by your program coordinator and/or **the PMA Management Corp. of New England** Claims Coordinator to determine that your medical needs are met. Each of you is an important member of the **City of Milford** and the purpose of this program is to ensure you receive appropriate medical treatment in a timely manner to facilitate recovery.

The City of Milford Medical Care Plan includes a utilization review company which is available to you should there be any questions or disputes about the level and/or quality of care.

The Management staffs at City of Milford, PMA Management Corp. of New England, and PMA Insurance Group are available to assist you from the time of your injury through recovery and return to work.

TWELVE QUESTIONS

You Ask About Workers' Compensation Protection.

1. What is Workers' Compensation?

The purpose of Workers' Compensation is to provide injured workers and those who depend upon them with a means of support when they are unable to work because of a **work-related** disability. Its purpose also is to bring about a prompt recovery. Workers' compensation is basically a no-fault system with benefits paid, no matter who is responsible.

2. What is a "Work-Related Injury or Illness?"

The term "Work-Related Injury or Illness" is used to describe any injury or disease which results from work or working conditions and which occurs during the employee's service to the employer.

3. Who handles a Workers' Compensation claim?

PMA Management Corp. of New England is the claims administrator for City of Milford. They administer all compensation benefits an injured worker is entitled to receive. If you have any questions about workers' compensation, contact your program coordinator or PMA Management Corp. of New England.

4. How do you get benefits?

Report the injury to your supervisor immediately! Just specify what, where, when and how it happened, enough information so that he/she can complete the First Report of Injury form.

Prompt reporting is the key. Benefits are automatic for work-related injuries or illnesses. But, nothing can happen until your employer knows about the injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

5. What if you need prescription drugs?

All prescriptions needed because of a workers' compensation illness or injury are reimbursed by workers' compensation insurance.

6. What is the compensation for total disability?

Compensation for Total Disability is money that you receive if the Medical Provider certifies that your illness or injury causes you to lose more than three (3) days of work. You can expect that the amount will be 75% of your net earnings, subject to a minimum and maximum determined by law.

City of Milford and PMA Management Corp. of New England work closely with the Medical Provider. When the Medical Provider releases you to return to full duty, the temporary disability wage support stops.

7. What if the doctor releases you to modified work?

Bring your physician's written instructions to your program coordinator immediately. City of Milford will try to provide you with a temporary modified duty position to meet your doctor's specified restrictions. If the pay rate for your modified duty position is less than the pay rate for your regular position, your weekly compensation will be 75%, of the difference in the after-tax earnings between the two positions.

8. What is permanent disability?

Permanent disability is a term, which describes the lasting effect of an on-the-job injury or illness. If you have a permanent physical limitation from your injury or illness, PMA Management Corp. of New England provides you with additional payment. As you would expect, the amount of payment depends upon the effect of the injury. The State of Connecticut Workers' Compensation law establishes a schedule for payment of permanent disability injuries or illnesses based on your percentage of disability, as determined by your physician and your salary at the time of the injury.

9. Where do you obtain medical treatment?

Prompt medical care is a key element to a fast recovery from an injury or illness. Emergency medical care and medical follow-up treatment can often mean the difference between complete recovery from an injury or lasting physical disability. If you become injured at work, **GET EMERGENCY MEDICAL CARE IMMEDIATELY FROM THE NEAREST EMERGENCY DEPARTMENT OR MEDICAL CARE PLAN MEDICAL CENTER.**

If you are injured during regular working hours, you should report your injury to your supervisor and proceed to a plan primary care center. If you become injured when the centers are closed, you should go to the nearest **emergency department.**

10. What if you need continuing medical treatment?

In the event an employee's injury requires additional medical care beyond the initial visit to the emergency department, a choice of a primary care physician will continue to provide necessary treatment and referrals to specialists when needed.

Should your injury require specialty treatment not available in The PMA Insurance Group Medical CarePlan, a consultant from an approved list established by the Workers' Compensation Commission may be chosen for your treatment

Employees are required to obtain treatment from providers in the approved plan. Failure to do so may suspend an employee's right to receive workers' compensation benefits, subject to the order of a Workers' Compensation Commissioner.

11. What if you have further questions?

If you have further questions regarding your workers' compensation benefits, contact your program coordinator or PMA Management Corp. of New England Claims Manager at 1-203-679-3900 or 1-888-476-2669.

12. What if you question your medical treatment?

PMA Insurance Group can review the medical care and services being provided to you. They can becontacted at 1-888-476-2669.

Modified Duty Procedure

Policy

City of Milford will provide modified duty whenever possible to all employees who have a reduced work capacity as a result of an occupational injury/illness.

Purpose

To permit the injured employee to remain in the work environment and to affect an expedient return to his/her regular job.

1. The designated Workers' Compensation Coordinator for City of Milford will initiate and maintain contact with both the employee and his/her supervisor following a work-related injury.
2. The physician will be asked to assess the employee's ability to return to duty in either a full or modified capacity, based on a description of the employee's regular work. The physician must specify in writing the type and duration of any restriction.
3. The designated Workers' Compensation Coordinator will inform the department supervisor of the employee's readiness to return to work, identifying full or limited work capacity.
4. Based on the physician's determination of the employee's work capacity, the supervisor must decide if the employee's job may be modified by temporarily:
 - (a) Eliminating or modifying specific tasks;
 - (b) Reducing the work hours and/or days;
 - (c) Reassigning the employee to a more appropriate position.
5. If the unit or department is unable to place the employee in a suitable position, the administrator will try to locate an appropriate position in another unit or department.
6. The employee will be reevaluated at the end of each restriction period and the position will be modified according to the employee's progress. Both the employee and department supervisor will be informed of what should be expected of the employee at each stage.
7. At the end of eight weeks, the employee will be evaluated as to the need to extend modified duty, resume full duties, be permanently reassigned to a more appropriate position or be directed to a retraining program offered by the State of Connecticut.

City of Milford

I, the undersigned employee of City of Milford, have reviewed a copy of the City of Milford Employer Medical Care Plan Requirements. I understand that failure to follow the plan's requirements may suspend my rights to receive workers' compensation benefits subject to the order of a workers' compensation commissioner.

Print Name _____

Employee Signature _____

Date _____

The Workers' Compensation document "*Payor and Medical Provider Guidelines to Improve the Coordination of Medical Services*" is available for viewing by employees. A copy will be provided to any employee upon request. Otherwise, this document is available from the injured employee's Supervisor, Manager and/or Department Head.

I have not requested a copy of the "*Payor and Medical Provider Guidelines to Improve the Coordination of Medical Services*" at this time. I understand I can request a copy at any time.

Employee's Signature _____

Date _____

City of Milford

Medical Network for Workers' Compensation

Emergency care may be obtained at the nearest emergency department or center. For your convenience, the closest emergency department to your primary place of employment is:

Primary Care Center		
<p>Northeast Medical Group Huntington Walk-In Medical Center 887 Bridgeport Avenue Shelton, CT 06484 (203) 225-6020 Monday - Friday 8:00am - 8:00pm Saturday & Sunday 8:00am- 4pm</p> <p>OrthoFast- Fairfield 305 305 Black Rock Turnpike Fairfield, CT 06825 (203) 382-5556 Monday-Wednesday-Friday 8:00am 8:00pm Tuesday 8:00am-5:00pm Saturday 8:00am- 5:00pm Sunday 9:00am-1:00pm</p>	<p>OrthoFast- Milford 321 Boston Post Road Milford, CT 06468 (203) 244-7675 Monday-Thursday 8:00am- 6:00pm Friday- 8:00am- 8:00pm Saturday 8:00am- 5:00pm</p> <p>OrthoFast- Monroe 731 Main Street Monroe, CT 06468 (203) 382-5556 Wednesday-Friday 8:00am -5:00pm Saturday 8:00am- 5:00pm</p> <p>Concentra Urgent Care 60 Watson Boulevard Stratford, CT 06106 (203) 380-5945 Monday - Friday 8:00 am - 5:00 pm</p>	<p>Hartford HealthCare St. Vincent's Medical Center Urgent Care 3272 Main Street Stratford, CT 06614 (203) 380-3920 Monday Friday 8:00 am-8:00 pm Saturday-Sunday 9:00 am-5:00 pm</p> <p>OrthoFast- Shelton 760 River Road Shelton, CT 06484 (203) 382-5556 Monday-Wednesday-Friday 8:00am 8:00pm Tuesday 8:00am-5:00pm Saturday 8:00am- 5:00pm</p>
Chiropractic Medicine		
<p>Advanced Back & Neck Center 1700 Boston Avenue Bridgeport, CT 06606 (203) 333-8645 Udej, Edward, DC</p> <p>Advanced Back & Neck Center 555 Boston Post Road Milford, CT 06460 (203) 878-8803 Udej, Edward, DC</p> <p>Back to Health of Branford, LLC 400 West Main Street Branford, CT 06405 (203) 483-7778 Russo, Michael, DC</p>	<p>Bellows Chiropractic 25 Lindeman Drive Trumbull, CT 06611 (203) 373-0315 Bellows, Evin, DC</p> <p>East Haven Chiropractic 75 High Street East Haven, CT 06512 (203) 469-6296 Nastri, Dennis, DC</p> <p>Corsello Clinic of Chiropractic 2021 Main Street Stratford, CT 06615 (203) 381-1800 Corsello, Edward, DC</p>	<p>Rubino Back & Neck Care Center 130 Saw Mill Road West Haven, CT 06516(203) 933-9404 Rubino Jr., Robert, DC</p> <p>Seybridge Chiropractic Center 36 New Haven Road Seymour, CT 06483 (203) 888-7246 Signoriello, John, DC</p> <p>Silver Medical & Rehabilitation Group, LLC 28 South Main Street Cheshire, CT 06410 (203) 271-3296 Sparke, Christopher, DC</p>

<p>Orthopaedic Specialty Group P.C. 305 Black Rock Turnpike Fairfield, CT 06825 (203) 337-2600 Carr, Brett DC, MS Hochman, David, DC **For OSG Patients Only</p> <p>Orthopaedic Specialty Group P.C. 760 River Road Shelton, CT 06825 (203) 337-2600 Carr, Brett DC, MS Hochman, David, DC **For OSG Patients Only</p>	<p>Peter J. Schioppo, D.C., PC 633 Orange Street New Haven, CT 06511 (203) 562-4051 Schioppo, Peter, DC</p>	<p>Connecticut Orthopaedics 888 White Plains Road Trumbull, CT 06611 (203) 268-2882 Barnes, Benjamin, DC, CSCS</p> <p>**For Connecticut Orthopaedics Patients Only</p>
Hand Surgery		
<p>Connecticut Orthopaedic Specialists 84 North Main Street, Building 2 Branford, CT 06405 (203) 407-1500 Scanlan, Mark, MD</p> <p>Connecticut Orthopaedic Specialists 2408 Whitney Avenue Hamden, CT 06518 (203) 407-3500 Scanlan, Mark, MD</p> <p>Connecticut Orthopaedic Specialists 258 Broad Street Milford, CT 06460 (203) 877-5522 Weisman, Tedd, MD (203) 301-5010 Scanlan, Mark, MD</p> <p>Connecticut Orthopaedic Specialists 464 Boston Post Road Orange, CT 06477 (203) 877-5522 Weisman, Tedd, MD</p> <p>Connecticut Orthopaedic Specialists 330 Boston Post Road, Suite 310 Orange, CT 06477 (203) 301-5010 Scanlan, Mark, MD</p>	<p>Connecticut Orthopaedic Specialists One Greenwich Place 889 Bridgeport Avenue Shelton, CT 06484 (203) 538-0020 Scanlan, Mark, MD</p> <p>Jeffrey C. Salomon, MD, FACS 245 Amity Road, Suite 108 Woodbridge, CT 06525 (203) 624-4346 Salomon, Jeffrey, MD</p> <p>Orthopaedic Specialty Group 305 Black Rock Turnpike Fairfield, CT 06825 (203) 337-2600 Backe, Jr., Henry, MD Malin, Joel W., MD Richer, Ross, MD Rago, Thomas, MD</p>	<p>Orthopaedic Specialty Group 2909 Main Street Stratford, CT 06497 (203) 337-2600 Backe, Jr., Henry, MD</p> <p>Orthopaedic Specialty Group 760 River Road Shelton, CT 06484 (203) 337-2600 Backe, Jr., Henry, MD</p> <p>Yale Orthopaedics 20 Commerce Park Milford, CT 06460 (203) 882-8138 Swigart, Carrie, MD</p> <p>Yale Orthopaedics 1 Long Wharf Drive Yale Sports Medicine Center New Haven, CT 06511 (203) 764-9771 Swigart, Carrie, MD</p> <p>Yale Orthopaedics 800 Howard Avenue New Haven, CT 06519 (203) 785-2579 Swigart, Carrie, MD</p>

Neurosurgery		
<p>Abraham Mintz, MD, PC 5520 Park Avenue, Suite 210 Trumbull, CT 06611 (203) 372-6460 Mintz, Abraham, MD</p> <p>Connecticut Neurosurgical Specialists, P.C. 267 Grant Street, 8th Floor Bridgeport, CT 06610 (203) 384-4500 Lipow, Kenneth, MD</p> <p>Connecticut Neurosurgical Specialists, P.C. 52 Beach Road Fairfield, CT 06824 (203) 384-4500 Lipow, Kenneth, MD</p> <p>Hartford HealthCare Medical Group 85 Seymour Street, Suite 709 Hartford, CT 06102 (860) 696-2290 Bauman, Joel, MD</p>	<p>The Spine and Pain Institute at MidState Medical Center 455 Lewis Avenue Meriden, CT 06451 (203) 694-8414 Bauman, Joel, MD</p> <p>Neurosurgery, Orthopaedic & Spine Specialists, P.C. 2 Pomperaug Office Park, Suite 308 Southbury, CT 06488 (203) 264-2878 Karnasiewicz, Michael, MD Mushaweh, Jarob, MD Strugar, John, MD Torrey, Stephen, MD Waitze, Alan, MD</p> <p>Neurosurgery, Orthopaedic & Spine Specialists, P.C. 22 Poverty Road Southbury, CT 06488 (800) 463-8764 Waitze, Alan, MD</p>	<p>New Haven Neurosurgical Associates 60 Temple Street Suite 4C New Haven, CT 06510 (203) 772-4001 Dickey, Phillip, MD</p> <p>Orthopaedic Specialty Group, PC 305 Black Rock Turnpike Fairfield, CT 06825 (203) 337-2600 Judith Gorelick, MD Zimmerman, Gary, MD</p> <p>Orthopaedic Specialty Group, PC 760 River Road Shelton, CT 06484 (203) 337-2600 Judith Gorelick, MD</p> <p>Orthopaedic Specialty Group PC 321 Boston Post Road Milford, CT 06460 (203) 337-2600 Gorelick, Judith, MD Zimmerman, Gary, MD</p>

Orthopedics

Connecticut Orthopaedics
30 Commerce Park
Milford, CT 06460
(203) 865-6784
Bernstein, Richard, MD
Irving, John, MD
Lynch, Christopher, MD
Reznik, Alan, MD
Wijesekera, Shirvinda, MD
Anighoro, Kenoma, MD

Connecticut Orthopedics
1800 Post Road East
Westport, CT 06880
(203) 268-2882
Campbell, Curtis L, MD
Redler, Michael, MD
Sandrowski, Kristin, MD

Connecticut Orthopedics
701 North Colony Road
Wallingford, CT 06492
(203) 265-1800
Nelson, Stephen J, MD
Padegimas, Eric M, MD
Diana, Richard, MD
McCallum, John, MD
Scanlan, Mark, MD
Daigneault, John, MD
Cohen, David, MD
Beiner, John, MD
Ferrucci, Allen, MD
Russo, Glenn, MD
Tomak, Sanda, MD
Wijesekera, Shirvinda, MD
Reznik, Alan, MD

Connecticut Orthopedics
2416 Whitney Avenue
Hamden, CT 06518
(203) 752-3100
Nelson, Stephen J, MD
Padegimas, Eric M, MD
Mayor, Rowland, MD
Daigneault, John, MD

Connecticut Orthopedics
1055 Post Road
Fairfield, CT 06824
(203) 254-1055
Boone, Peter, MD
Campbell, Curtis, MD
Redler, Michael, MD
Spak, James, MD

Connecticut Orthopaedics
258 South Broad Street
Milford, CT 06460
(203) 882-3373
Nelson, Stephen J, MD
Schachter, Aaron, MD
Weisman, Tedd, MD
Gruskay, Jordan A, MD
Scanlan, Mark, MD
Patel, Rakesh, MD

Connecticut Orthopaedics
464 Boston Post Road
Orange, CT 06477
(203) 752-3100
Schachter, Aaron, MD
Weisman, Tedd, MD
Mayor, Rowland, MD
Daigneault, John, MD

Connecticut Orthopaedics
2408 Whitney Avenue
Hamden, CT 06518
(203) 407-3500
Beiner, John, MD
Cohen, David, MD
Diana, Richard, MD
Ferrucci, Allen M, MD
Kelley, John, MD
Russo, Glenn, MD
McCallum, John, MD
Moran, Thomas, MD
Scanlan, Mark, MD
Ruwe, Patrick, MD
Tomak, Sanda, MD

Connecticut Orthopaedics
888 White Plains Road
Trumbull, CT 06611
(203) 268-2882
Boone, Peter, MD
Campbell, Curtis L, MD
Girasole, Gerard, MD
Martin, David, MD
Redler, Michael, MD
Spak, James, MD
Sandrowski, Kristin, MD

Connecticut Orthopaedics
9 Washington Avenue
Hamden, CT 06518
(203) 865-6784
Bernstein, Richard, MD
Irving, John, MD
Lynch, Christopher, MD
Reznik, Alan, MD
Wijesekera, Shirvinda, MD
Anighoro, Kenoma, MD

Orthopaedic Specialty Group, P.C.
760 River Road
Shelton, CT 06484
(203) 337-2600

Awad, John MD
Bindelglass, David, MD
Brittis, Dante, MD
Fabian, Lauren, MD
Kwok, Patrick, MD
Malin, Joel, MD
Weiland, Daniel, MD

OrthoCare Specialists, LLC
2900 Main Street
Stratford, CT 06614
(203) 372-0649
Brown, David, MD

Orthopaedic Specialty Group, P.C.
305 Black Rock Turnpike
Fairfield, CT 06824
(203) 337-2600
Awad, John, MD
Backe, Jr., Henry, MD **Bindelglass, David, MD**
Brittis, Dante, MD
Fabian, Lauren, MD
Kwok, Patrick, MD
Malin, Joel, MD
Stanton, Robert, MD

Orthopaedic Specialty Group PC
321 Boston Post Road
Milford, CT 06460
(203) 337-2600

<p>Connecticut Orthopaedics 469 West Main Street Branford, CT 06405 (203) 865-6784 Bernstein, Richard, MD Irving, John, MD Lynch, Christopher, MD Reznik, Alan, MD Wijesekera, Shirvinda, MD Anighoro, Kenoma, MD</p> <p>Connecticut Orthopaedics 450 Boston Post Road Guilford, CT 06437 (203) 453-6340 Kelley, John, MD Beiner, John, MD Moran, Thomas, MD Padegimas, Eric M, MD Scanlan, Mark, MD Ferrucci, Allen M, MD Tomak, Sanda, MD Gruskay, Jordan A, MD</p> <p>Connecticut Orthopaedics 680 South Main Street Cheshire, CT 06410 (203) 272-3120 Nelson, Stephen J, MD Gruskay, Jordan A, MD</p>	<p>Connecticut Orthopaedics 330 Bridgeport Avenue Shelton, CT 06484 (203) 538-0020 Boone, Peter, MD Martin, David, MD Spak, James, MD Nelson, Stephen J, MD Padegimas, Eric M, MD Schachter, Aaron, MD Weisman, Tedd, MD Klauser, Jeffrey, MD Russo, Glenn, MD Sandrowski, Kristin, MD Gruskay, Jordan A., MD</p> <p>Connecticut Orthopaedics 330 Boston Post Road Orange, CT 06477 (203) 795-4784 Ferrucci, Allen M, MD Moran, Thomas, MD Scanlan, Mark, MD Kelley, John, MD Ruwe, Patrick, MD Tomak, Sanda, MD Diana, Richard, MD</p> <p>Hartford HealthCare St. Vincent's Medical Center 401 Monroe Turnpike Monroe, CT 06468 (203) 696-3564 Belkin, Stuart, MD</p>	<p>Connecticut Orthopaedic Specialists 84 North Main Street, Building 2 Branford, CT 06405 (203) 483-2509 Ferrucci, Allen M, MD Moran, Thomas, MD Scanlan, Mark, MD Cohen, David, MD Kelley, John, MD Beiner, John, MD Daigneault, John, MD Diana, Richard, MD Mayor, Rowland, MD Nelson, Stephen J, MD Ruwe, Patrick, MD Tomak, Sandra, MD Russo, Glenn, MD</p> <p>Yale Orthopaedics 48 Wellington Road Milford, CT 06460 (203) 785-2579 Baumgaertner, Michael, MD Medvecky, Michael, MD Swigart, Carrie, MD</p> <p>Yale Orthopaedics Yale Physicians Building 800 Howard Avenue, 1st. FL New Haven, CT 06519 (203) 785-2579 Baumgaertner, Michael, MD Medvecky, Michael, MD Swigart, Carrie, MD</p> <p>Yale Orthopaedics 1445 Boston Post Road Guilford, CT 06437 (203) 785-2579 Baumgaertner, Michael, MD Medvecky, Michael, MD Swigart, Carrie, MD</p>
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**Physical Medicine &
Rehabilitation (Physiatry)**

Orthopaedic Specialty Group, PC
305 Black Rock Turnpike
Fairfield, CT 06825
(203) 337-2600
Saffir, Michael, MD

Orthopaedic Specialty Group, PC
760 River Road
Shelton, CT 06484
(203) 337-2600
Saffir, Michael, MD

**Orthopaedic Specialty Group,
PC** 2909 Main Street
Stratford, CT 06497
(203) 337-5108
Saffir, Michael, MD

OrthoCare Specialists, LLC
2900 Main Street
Stratford, CT 06614
(203) 386-1455/372-0649
Kelly, Sean MD, MPH

Connecticut Orthopaedic Specialists
84 North Main Street, Building 2
Branford, CT 06405
(203) 483-2509
Marino, John, MD

Connecticut Orthopaedics
258 South Main Street
Milford, CT 06460
(203) 882-3373
Marino, John, MD

Connecticut Orthopaedics
330 Boston Post Road
Orange, CT 06477
(203) 795-4784
Marino, John, MD

Connecticut Orthopaedics
701 North Colony Road
Wallingford, CT 06492
(203) 265-1800
Marino, John, MD

Connecticut Orthopaedics
888 White Plains Road
Trumbull, CT 06611
(203) 268-2882
Cohen, Isaac, MD
Silva, Kyle, DO

Connecticut Orthopaedics
1055 Post Road
Fairfield, CT 06824
(203) 254-1055
Silva, Kyle, DO

Connecticut Orthopedics
1800 Post Road East
Westport, CT 06880
(203) 268-2882
Silva, Kyle, DO

Pain Management

Connecticut Pain Care, P.C.
5520 Park Avenue, Suite 303
Trumbull, CT 06611
(203) 373-7330
Boolbol, Robert, MD
Sood, Pardeep, MD

Connecticut Orthopaedics
2408 Whitney Avenue
Hamden, CT 06518
(203) 407-3500
Patel, Rakesh, MD

Connecticut Orthopaedics
464 Boston Post Road
Orange, CT 06477
(203) 752-3100
Marino, John, MD
Patel, Rakesh, MD

Connecticut Orthopaedics
258 South Broad Street
Milford, CT 06460
(203) 882-3373
Marino, John, MD

Connecticut Orthopaedics
1055 Post Road
Fairfield, CT 06824
(203) 254-1055
Silva, Kyle, DO

Connecticut Orthopaedic Specialists
84 North Main Street, Building 2
Branford, CT 06405
(203) 483-2509
Marino, John, MD
Patel, Rakesh, MD

Connecticut Orthopaedics
701 North Colony Road
Wallingford, CT 06492
(203) 265-1800
Marino, John, MD
Patel, Rakesh, MD

Connecticut Orthopaedics
888 White Plains Road
Trumbull, CT 06611
(203) 268-2882
Cohen, Isaac
Silva, Kyle, DO

Connecticut Orthopaedics
1800 Post Road East
Westport, CT 06880
(203) 254-1354
Silva, Kyle, DO

Orthopaedic Specialty Group, PC
2909 Main Street
Stratford, CT 06497
(203) 337-5108
Saba, Ramsey, MD

Orthopaedic Specialty Group, PC
760 River Road
Shelton, CT 06484
(203) 337-2600
Saffir, Michael, MD

Orthopaedic Specialty Group, PC
305 Black Rock Turnpike Fairfield,
CT 06825
(203) 337-2600
Saba, Ramsey, MD

Podiatry		
<p>Connecticut Orthopaedic Specialists 450 Boston Post Road, Suite 101 Guilford, CT 06437 (203) 453-6340 Caminear, David, DPM De Lott, Jeffrey, DPM</p> <p>Connecticut Orthopaedic Specialists 2408 Whitney Avenue Hamden, CT 06518 (203) 407-3528 Caminear, David, DPM De Lott, Jeffrey, DPM</p> <p>Connecticut Orthopaedic Specialists 258 Broad Street Milford, CT 06460 (203) 301-5010 De Lott, Jeffrey, DPM</p>	<p>Connecticut Orthopaedic Specialists 330 Boston Post Road, Suite 310 Orange, CT 06477 (203) 795-4784 Caminear, David, DPM De Lott, Jeffrey, DPM</p> <p>Orthopaedic Specialty Group, PC 305 Black Rock Turnpike Fairfield, CT 06825 (203) 337-2600 Abraham, Jossie S., DPM</p>	<p>Orthopaedic Specialty Group, PC 760 River Road Shelton, CT 06484 (203) 337-2600 Abraham, Jossie S., DPM</p> <p>Orthopaedic Specialty Group, PC 321 Boston Post Road Milford, CT 06460 (203) 337-2600 Abraham, Jossie S., DPM</p> <p>Affiliated Foot and Ankle Surgeons 2499 Main Street Stratford, CT 06615 (203) 377-0003 Feldman, Alan, DPM</p> <p>508 Blake Street New Haven, CT 06515 (203) 397-0624 Feldman, Alan, DPM Blume, Peter, DPM</p>

Physical Therapy Services

Aquacise and Physical Therapy

167 Cherry Street Suite 415
Milford, CT 06460
(203) 882-0000

Connecticut Orthopaedics

Spring Glen Medical Center
2200 Whitney Avenue Suite 170
Hamden, CT 06518
(203) 752-3100

**** for Connecticut Ortho patients only**

Connecticut Orthopaedics

30 Commerce Park
Milford, CT 06460
(203) 865-6784

**** for Connecticut Ortho patients only**

Connecticut Orthopaedics

258 South Broad Street
Milford, CT 06460
(203) 882-5632

****for Connecticut Ortho patients only**

Connecticut Orthopaedics

60 Temple Street Suite 3-B
New Haven, CT 06510
(203) 752-3100

**** for Connecticut Ortho patients only**

Select Physical Therapy

4675 Main Street
Bridgeport, CT 06606
(203)373-0551

Select Physical Therapy

2 Ivy Brook Road Suite 213
Shelton, CT 06484
(203)924-2853

Select Physical Therapy

115 Technology Drive Suite B100
Trumbull, CT 06611
(203)268-8888

Select Physical Therapy

222 Post Road Suite E
Fairfield, CT 0684
(203)255-8888

Center Rehabilitation & Sports Therapy

155 Hill Street, Suite B
Milford, CT 06460
(203) 882-9384

Hand Therapy Associates

245 Amity Road
Woodbridge, CT 06525
(203) 389-8177

Hand Therapy Associates

245 Amity Road
Woodbridge, CT 06525
(203) 389-8177

Orthopaedic Specialty Group, PC**

305 Black Rock Turnpike
Fairfield, CT 06825
(203) 337-2600

****for OSG patients only**

Orthopaedic Specialty Group, PC**

760 River Road
Shelton, CT 06484
(203) 337-2600

****for OSG patients only**

Orthopaedic Specialty Group, PC**

2909 Main Street
Stratford, CT 06497
(203) 337-2600

****for OSG patients only**

Physicians Physical Therapy

544 Campbell Avenue
West Haven, CT 06516
(203) 937-6150

Rehabilitation Associates, Inc.

670 Boston Post Road
Milford, CT 06460
(203) 783-1997

Rubino Back & Neck Care Center

130 Sawmill Road
West Haven, CT 06516
(203) 933-9404

Sports Medicine & Physical Therapy in East Haven

444 Foxon Road
East Haven, CT 06512
(203) 468-4620

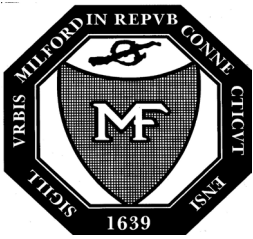
Temple Physical Therapy

aka Temple Health Services
680 South Main Street Suite 120
Cheshire, CT 06410
(203) 272-3120

Temple Physical Therapy

aka Temple Health Services
230 George Street
New Haven, CT 06510
(203) 498-5980

PLEASE NOTE: If an employee requires the services of a specialist that is not available in the PMA Insurance Group Medical Care Plan, the Employee will be offered a choice of a specialist physician on the approved list of practicing medical providers established by the Commissioner.



City of Milford, Connecticut

Founded 1639

WORKERS' COMPENSATION PAYROLL FORM

To: Payroll

From:

Date:

Below is the payroll summary for employees absent from work due to a work-related injury for the week ending

_____.

EMPLOYEE	DATE OF INJURY	# WC HOURS	ABSENCE (Use Key)	PAYROLL CODE (Use Key)	PAYROLL USE ONLY

Key: Reason for Absence: LD Light duty working less than full time as ordered by physician. Insert hours not worked.
OOW Out of work due to work-related injury as ordered by physician.
OV Out of work due to medical appointment or attendance at workers compensation.

Pay Codes: 360 Days 1 – 3 or time off for medical appointments or attendance at workers compensation.
361 Day 4 and continuing until 13-week wage continuation is exhausted.
362 All absences after wage continuation has been exhausted.

The following employees are currently assigned to light duty work due to a work-related injury:

EMPLOYEE	DATE OF INJURY	DATE LIGHT DUTY BEGAN

Department Head or authorized designee:

(Signature)

Date_____

Printed name:_____

cc: Risk Manager
Human Resources



City of Milford, Connecticut

Founded 1639

Human Resources
203-783-3239

RETURN TO WORK / CHANGE IN WORK CAPACITY

TO: _____

FROM: Tania R. Barnes, Director
Human Resources Department

DATE: _____

RE: _____

The above-referenced employee has been released to Select One per the attached work status note from Dr. _____ dated _____.

LIGHT DUTY WORK CAPACITY:

☐ Light duty will be accommodated. Employee shall report to _____ on _____ at _____.

☐ Light duty cannot be accommodated for the following reasons:

FULL DUTY WORK CAPACITY:

Employee may return to full duty on _____.

cc: Risk Manager
Payroll
Accounting
Department Head

NOTES:_____

[illegible]