



## **REPORTING A WORK RELATED ILLNESS/INJURY**

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1. ! Immediately notify your supervisor / manager.
2. ! Complete an Accident Report, located online at <http://www.canton.edu/forms/>. Submit the completed Accident Report to your supervisor / manager, and fax a signed copy to The Human Resources Benefits Office at (315)386-7064.
3. ! If you are absent from work due to a work-related injury/illness, you need to contact the Human Resources Benefits Office at (315)386-7868 when your absence begins.
4. ! If your absence is greater than 3 consecutive work days, medical documentation placing you out of work, and a Certification of Healthcare Provider (CHCP) form will need to be completed by your treating healthcare provider and mailed or faxed to the Human Resources Benefits Office, Room 220 French Hall prior to your return to work, the CHCP form can be found online at <https://www.dol.gov/whd/forms/WH-380-E.pdf>.
5. ! If you are released to work with **restrictions**, please contact the **Human Resources Benefits Office at (315)386-7868**, prior to reporting to work.

### **Getting prescriptions for your work related injury**

New York State Insurance Fund's prescription program is administered by CVS Caremark. The following information is needed to submit a prescription:

CVS Caremark

PO Box 2110

Pittsburgh, PA 15230

ID Number: Injured employee's Social Security number

1-877-7-NYSHIP, option 4

### **If an injury is sustained as a result of a criminal intent, suspicious activity or Workplace Violence:**

Promptly contact University Police at extension 7777 or by using a campus emergency phone/call box.

University Police can also be contacted by employees who need medical assistance.