

All employees are instructed to contact their supervisor when incurring a work related injury or illness. The supervisor's role is divided into two functions: Claim Reporting and Claim Review.

You are the most effective person in the reporting and review of the claim because you are the person with whom the injured employee communicates with to initiate a claim for benefits.

Your attention to claim reporting and claim review will allow the claim to be handled with prompt attention, avoid complications for employees and provide useful information to protect employees from exposure to future injuries.

**Remember,  
Safety Begins  
with You!**

## CONTACT LIST AND PHONE NUMBERS

GBS Injury Reporting Hotline  
1-800-828-2717

GBS Recurrence Reporting Hotline  
1-866-220-6534

Gallagher Bassett Services, Inc.  
111 Founders Plaza  
Suite 801  
East Hartford, CT 06108

Main Phone Number: 860-256-3400  
Toll Free Number: 866-422-7622  
FAX Numbers: 860-291-9875  
860-291-9839

Prime Health Services (Medical Network)  
7110 Crossroad Blvd.  
Brentwood, TN 37027 866-348-3887

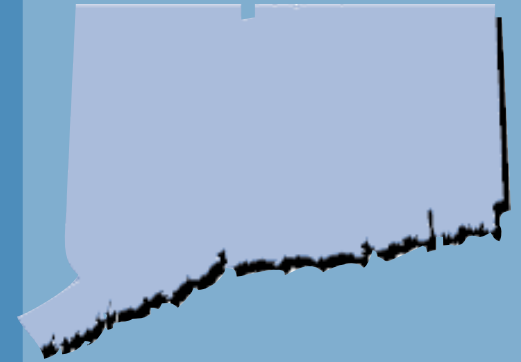
myMatrixx (Pharmacy Network)  
5706 Benjamin Center Drive  
Tampa, FL 33634-5262 877-804-4900

Department of Administrative Services  
Workers' Compensation Division  
450 Columbus Blvd. - Suite 1404  
Hartford, CT 06103

Phone Number: 860-713-5002  
FAX Number: 860-713-7458

Workers' Compensation Fraud  
Reporting Hotline: 800-927-0456

# State of Connecticut Workers' Compensation Program



## Supervisor's Guide to Workers' Compensation Claim Reporting

# What should you do when an employee reports an on the job injury or illness?

