



**Putnam/Northern Westchester  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

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**Todd Currie**  
*Director of Business Affairs*

**MEMORANDUM**

**TO:** ALL BOCES Staff  
**FROM:** Todd Currie  
**DATE:** September 2007  
**SUBJECT:** WORKERS' COMPENSATION JOB-RELATED INJURY OR ILLNESS REPORTING REQUIREMENTS

All employees must report any job-related injury or illness immediately to their supervisor. This job-related injury or illness must be reported to the Business Office by the supervisor using a "Workers' Compensation Board Employer's Report of Injury/Illness Form: (C-2) within 48 hours of the incident. Failure to report the incident and complete the C-2 form within the required timeframe could adversely effect the timely payment of lost wage and medical costs.

If medical care is required, inform the doctor or hospital that the injury or illness is job related. They should forward all medical reports and bills to Wright Risk Management Company, Inc., 333 Earle Ovington Blvd., 5<sup>th</sup> Floor, Uniondale, New York 11553. Do not pay the doctor or hospital yourself for a workers' compensation bill.

TC:cd

f:assistant/bo/genccorres/wc/wcmemo