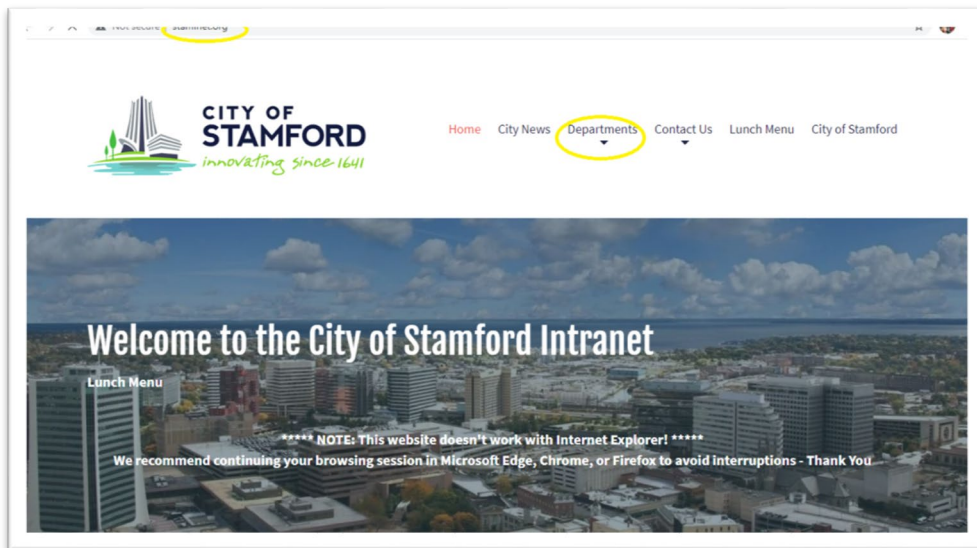


Injury Reporting Directions ALL City and BOE

1. Injury **MUST** be reported to Supervisor/Admin/Foreman.
2. Supervisor/Admin/Foreman **MUST** fill out injury report online under below website. **You MUST have updated Chrome, Microsoft Edge, or Firefox web browser for access to the injury report.** (If you are not sure how to download an updated web browser, please contact Help Desk @ 203-977-4396) or HelpDesk@StamfordCT.gov

FAILURE TO SUBMIT A REPORT, OR FAILURE TO SUBMIT A REPORT IN A TIMELY FASHION AFTER THE INJURY MAY RESULT IN DELAYS IN APPROVAL OF THE CLAIM AND PAYMENT OF ANY EXISTING MEDICAL BILLS.

3. Go to city intranet. Website - <http://staminet.org/> place mouse over departments (circled in yellow) and scroll down to Risk Management. Select Risk Management.



- a) Once you select Risk Management, this screen appears. Select Personnel Injury Report Form, (circled in yellow below) under Resource Links:

RISK MANAGEMENT

Resource Links:

- [Floor Warden and Building Evacuation Procedures](#) (Updated 9/17/2019)
- [Injury Reporting Requirements City & BOE](#) (Updated December 2019)
- [Personnel Injury Report Form](#)


b) Click on next after accessing the injury report.

Supervisors or authorized representatives must properly complete this Form for each injured individual.

By continuing I agree that I am willing to complete a digital version of the document(s) and that information about my user session will be stored.

Next

c) Fill out the injury form in its entirety. **NOTHING CAN BE LEFT BLANK.**




City of Stamford
Risk Management

Personnel Injury Report

Office Use Only

Employee Information			Employee Injury Information		
Full Name *			Injury Date * Hr MIN am		
Address *			Choose One *		
City *	ST *	Zip *	Injury Type *		
Job Title *			Injury Type Explain *		
Choose One *			Part of Body Affected - Be Specific *		
Phone *	Hire Date *		Treatment Date *	Choose One *	
DOB *	SSN *		Person Notified *	Date Notified *	
Treatment Location			Choose One *		
Location of Injury Incident and Employee's Activity at Time of Injury Incident					
Exact Location Where Injury Incident Occurred: *					
What was the Employee doing when the injury incident Occurred (Explain in detail) *					
Tool or Equipment Involved. () *YES () *NO			IF YES, What?		
Was Safety Equipment or Personal Protective Equipment Required (PPE). () *YES () *NO					
Was Injury Due to Failure to use Safety Equipment or PPE? () *YES () *NO					
Name of Witness 1			Name of Witness 2		
Supervisor or Department Head: What Corrective Actions have been taken to Prevent a Recurrence of this injury incident *					

- d) Print the form by selecting the print icon , and submit the injury report by clicking the "Submit & Sign" button.
- e) For more information on all workers' comp, medical care policy, adjusters please go to next page.
4. If the employee would like to be seen by a doctor's office, they may go to one of the following locations listed below.

First Treatment Centers

- For work injuries, employees **MUST** treat in-network.
- Employees have 2 options for First Treatment Centers: (IF EMERGENCY PLEASE SEE BELOW IN RED)

Greenwich Hospital Occupational Health Service

- 260 Long Ridge Road, Stamford, CT 06902
- (203) 863-3483
- M-F 8am-5pm.

AFC Urgent Care. (Formerly Doctors Express)

- 3000 Summer St. Stamford Ct. 06905
 - (203) 969-2000
 - M-F 8am-6pm Sat 9am-1pm.
- **In true MEDICAL EMERGENCIES, please send the employee by ambulance to the nearest EMERGENCY ROOM.**

PMA Adjusters

Supervisor – Paul Gamble (203) 379-3852

*Medical Only Adjuster - **FOR POLICE AND FIRE ONLY** – Alberta Loubier - (203) 679-3877*

*Medical Only Adjuster - **Operations, BOE, and all others** – Julian Leite - (203) 535-5389*

BOE Lost Time Claims Adjuster - Jill Moulton (203) 679-4002

Lost Time Claims Adjuster - Anthony Meliso (203) 679-3859

Lost Claim Adjuster Monica Vilma (203) 679-3850

City of Stamford Assistance

David Villalva –Risk Manager (203) 977 4317 DVillalva@stamfordct.gov

Matthew Stuhlman – Safety Officer (203) 977 4908 Mstuhlman@stamfordct.gov

Sandy Jenkins – Office Support Specialist (203)977-4928 Sjenkins@stamfordct.gov

- If you or the injured employee has any further questions related to workers' compensation, please contact:
 - Matt Stuhlman, Safety Officer at office: (203) 977-4908 or cell: (203) 424-4178
 - Alberta Loubier, Account Claims Associate with PMA at (203) 679-3877
 - Julian Leite, Account Claims Associate with PMA at (203) 535-5389