

**Western Connecticut State University**  
**Supervisors Guide to Processing a Work**

**Related Injury**

**New Injuries**

If injury is life threatening, contact 911 for emergency response.

Supervisor is notified of the injury.

Supervisor interviews injured worker and distributes WCSU informational brochure to employee. and fill out WC 207 Form (First Report of Injury)

Supervisor immediately calls injury into 1- 800- 828- 2717 to report injury and sends completed form 207 to Payroll office within 24 hours.

Injured employee seeking medical attention must use a Workers Compensation network physician.

**AFC Urgent Care**

(203) 826-8434, Newtown Rd.

(203) 826-2600, Mill Plain Rd.

Monday – Friday, 8 a.m. to 8 p.m.

Saturday – Sunday, 8 a.m. to 5 p.m.

After Hours Danbury Hospital

**Recurrences**

If this injury is a recurrence employee must call the WCSU payroll office at (203) 837- 8365 and provide original date of injury and location where medical treatment is being provided. Medical treatment must the same day as report of recurrence.