



FACTS ON WORKERS' COMPENSATION FOR CITY OF NEWTON EMPLOYEES

Attached is a copy of the Employee Guide To The Massachusetts Workers' Compensation System, a publication of the Massachusetts Department of Industrial Accidents. This will give you some general information about Workers' Compensation. More information can be found on their website at <https://www.mass.gov/workers-compensation-for-injured-workers>.

Below is a list of information pertinent to the City Of Newton, that we hope is helpful to you:

- It is the **employee's responsibility** to report all accidents to the WC Manager **as soon as possible**, whether you seek medical treatment at the time or not.
- All Claims will be investigated to ensure that they are compensable and happened in the course of and arising out of employment for the City of Newton.
- We have a RN and WC Manager her on staff to help you through this process. Call Human Resources 617-796-1266 with questions. We are here to help you get the treatment you need so that you can get back to work as soon as possible.
- The City of Newton is Self-Insured all bills and claims should be sent to City of Newton, 1000 Commonwealth Ave, Newton MA 02459 attention WC Manager. Be sure to notify ALL providers of this so you do not get bills sent to you.
- No medical bills will be paid without supporting medical documentation that shows that the treatment is reasonable, necessary, and related to the accident/incident report has not been completed with Human Resources.
- You must forward all medical notes, after each medical visit, to Human Resources either fax to 617-796-1272 or email KBrown@newtonma.gov , or you can drop it on person to the WC Manager.
- Employees on Worker's Compensation, you are eligible for mileage reimbursement to and from medical appointments. Use the attached form to submit a reimbursement request. List the date, where travel was to and from, and the total number of miles traveled and a printout from google maps that shows the mileage. This is to be submitted once a month, at a minimum.
- You are eligible for parking fee reimbursement. The original parking slip must be submitted to Human Resources. See the Mileage and Parking Reimbursement Form.
- You are eligible for prescription reimbursement. You must submit the **original slip** from the pharmacy (usually attached to your prescription bag) which states the pharmacy name, drug, and cost AND the **original register receipt**, to Human Resources. See the attached Expense Reimbursement Form.
- If you return to work full, unrestricted duty, and become re-injured, you must complete a new accident/incident report if you have been returned for more than 28 days.
- In MA the first 5 calendar days are not paid unless you end up losing 21 or more days. The first 5 will be paid from sick or vacation time. If you ended up being out over 21 days the initial 5 days will be credited back to you.