



Great Neck Public Schools

Phipps Administration Building • 345 Lakeville Road
Great Neck, New York 11020 • (516) 441-4020

To Our Valued Employee:

We have been notified that a claim for Workers' Compensation benefits has been filed on your behalf. To ensure that all WC benefits due are paid promptly, it is important that you understand your rights and your responsibilities relating to this claim.

1. Please review the [WCB Quick Guide for Injured Workers](#) which summarizes your rights and responsibilities relating to this WC claim.
2. If you require medical attention relating to this injury, you should seek immediate medical care from a hospital or doctor that is authorized by the NYS Workers' Compensation Board (WCB) to treat workers comp injuries. Injured workers can search for WCB authorized doctors at: [NYS WCB - Health Care Provider Search](#)
3. Be sure to notify the doctor when you are seeking treatment that it is related to this WC claim. You should provide a detailed history of the incident and injuries to your doctor.
4. No payments are to be made by you or the District's health insurance plan to any physician, hospital, laboratory, etc. Tell your doctor to file medical reports and bills with the NYS Workers' Compensation Board (WCB), your employer, and the claim administrator:

Employer: Great Neck UFSD (W823132)

Insurance Carrier: Self-Insured

Claim Administrator: Wright Risk Management, 900 Stewart Avenue, Suite 600, Garden City, NY 11530, Telephone # 516-227-2300

5. Go back to work as soon as you are able to with a return-to-work doctor's note. Compensation may not be as high as your regular wages.
6. Go to all WCB hearings when notified to appear.
7. Should you choose to retain legal counsel to represent you before the WCB, you should not make any payments directly to your attorney. Appropriate legal fees will be awarded by the WCB and will be deducted from any WC awards issued.

Important Information

If you are absent from work for 3 days or more OR if you have sought medical attention, please submit a signed 'Doctor's Incident Update Report' form available at GNPS homepage under staff/GNPS forms/business services or click here [Dr's Incident Update Report](#).

- For continual absences, please submit a Doctor's Incident Update Report for any and all subsequent doctor's visits. Failure to do so may result in delay of paycheck.
- WC benefits are only payable in full-day increments when supported by medical evidence of a related disability. All appointments for non-emergency exams/procedures (e.g., follow-up appointments, x-rays, physical therapy, workers comp related appointments, etc.) **MUST** be made during nonworking hours, or you may elect to use your sick time.

**Failure to comply with the above requirements may affect your eligibility for WC benefits.
Please be assured that this office is ready to assist you with any problems you may incur.
Please contact Pennie Eng in the Purchasing Dept. at 516-441-4070 to assist with your workers'
compensation claim.**

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