

**FOR WORKERS' COMPENSATION
BENEFIT QUESTIONS:**

OFFICE OF HUMAN RESOURCES:

Tel. (212) 217-3650

**ALL ACCIDENTS MUST BE REPORTED TO
THE SECURITY DEPARTMENT:**

Tel. (212) 217-7777

LODESTAR CUSTOMER SERVICE CENTER:

Tel. (866) 886-6305

PROVIDER NETWORK:

FIRST HEALTH NETWORK:

While not mandated by New York State, this network is provided as a service to injured workers who wish to obtain the names of providers who can manage work-related injuries or illnesses. To access providers in your geographic region, visit www.lodestar.com.

PHARMACY PROGRAM:

CADENCE RX

Tel. (888) 813-0023

EMAIL CORRESPONDENCE TO LODESTAR:

Claimsml@lodestar.com

SEND ALL MEDICAL

**BILLS/REPORTS/CLAIMS CORRESPONDENCE
TO:**

Lodestar Customer Service Center
PO Box 4314
Clinton IA 52733-4301

FIT Fashion Institute of Technology
State University of New York

Seventh Avenue at 27th Street
New York City, 10001

**IF YOU ARE INVOLVED IN A WORK-
RELATED INJURY OR ILLNESS**



**WORKERS' COMPENSATION
BENEFIT PROGRAM**

**PROVIDES EMPLOYEE
PROTECTION**

Work place health and safety are paramount concerns for FIT. If you sustain a job-related accident or injury, or suffer an occupational disease in the course of employment, you shall receive benefits in accordance with the New York Workers' Compensation Act.

FIT's goal is to provide employee protection and, help you return to your pre-injury status as soon as possible.

WORKERS' COMPENSATION COVERAGE:

- Is purchased by FIT and benefits are paid by the Lodestar Claims & Risk Services
- Is not the same as FIT regular health insurance coverage
- Will take effect if you sustain a work-related injury or illness in the course of performing your normal work duties for FIT

HOW WORKERS COMP WORKS FOR EMPLOYEES

- To report a work-related accident, injury or illness, immediately notify your supervisor **and** the Office of Human Resources.
- All accidents must be reported to the Security Department.

- When you report your work-related accident, injury or illness, the Office of Human Resources will give you an *Employee's Injury/Illness Report Form* for you to complete.
- A Lodestar Claims Rep will then contact you. If you qualify for workers' compensation, Lodestar will pay for necessary services related to your work-related injury or illness.
- You will be assigned a workers' compensation claim number. Bring this information to all of your medical appointments.
- Keep scheduled medical appointments and follow your healthcare provider's instructions on and off work
- You are responsible for keeping your supervisor **and** the Office of Human Resources informed of your recovery and anticipated return to work.

RETURN TO WORK

The Office of Human Resources will help you through to a quicker recovery and facilitate your safe return to regular work by working together with you and your supervisor.

MANAGEMENT RESPONSIBILITIES

- Report injuries to the Office of Human Resources as soon as you know about them, so that eligible employees can promptly receive benefits.
- Ensure employees seek prompt first aid care irrespective of how minor the illness or injury may seem.
- Work with the Office of Human Resources in the employee's transition back to work.

YOUR RESPONSIBILITIES- IF A COLLEAGUE IS INJURED

- Remember injured employees who return to work are doing productive work of value to FIT.
- Understand that employees in the program must follow their medical provider's instructions and may need your support in order to do so.

SAFETY IS EVERYONE'S RESPONSIBILITY

FIT is part of the New York College & University Risk Management Group which is administered by Marsh USA, Inc.