



LOCAL 4320, CWA



Affiliated with AFL-CIO

COMMUNICATIONS WORKERS OF AMERICA
4140 EAST BROAD STREET
COLUMBUS, OHIO 43213 (614) 236-8065

Workers' Compensation Help Sheet

When you are injured on the job, there are a few basic steps you must follow:

- **Notify your supervisor** immediately of the injury. If your direct supervisor is unable to be reached, notify another supervisor in the department.
- If you are unable to notify a supervisor (due to loss of consciousness, etc.), notify them as soon as you are able.
- Seek medical attention:
 - Inform the medical professional that it is a work related injury and **do not** provide them with your insurance card.
 - Make sure a First Report Of Injury form (FROI) is completed by YOU and /or the DOCTOR during the initial visit.
 - Request copies of all medical forms that were completed by them, including any Doctor's notes that were taken, for your personal file.
 - Make sure they send all medical documentation to each group below:

Sedgwick Claims Management
ATTN: AT&T
Fax: 855-223-9836
PO Box 14661
Lexington, KY 40512-4661

AT&T IDSC
Fax: 866-224-4627
Phone: 866-276-2278
PO Box 14627
Lexington, KY 40512-4627

- Contact your supervisor and let them know your status, including whether you will be off due to the injury, expected return date, etc. (You do not need to divulge any personal medical info to your supervisor, the only people who have a right to this info are the AT&T IDSC and Sedgwick.)
- **Contact the Union Hall** at 614-236-8065 and ask to speak to a Workers' Comp Representative so that we may help you through the BWC process.
- Be sure to keep everyone involved up-to-date on the status of you injury and claim.

There may be additional steps that need to be taken over the course of your recovery, these are just the initial steps that should be taken after sustaining an injury at work.

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