



## WORKERS' COMPENSATION PROCEDURES

All Boston College employees are covered by the provisions of Chapter 152 of the Massachusetts General Laws, generally known as the Workers' Compensation Law. This law provides the guidelines and procedures for determining whether you have had a work-related injury and what your rights to compensation and medical benefits may be.

The following procedures are subject to change at any time.

### WHAT TO DO IF YOU HAVE AN ACCIDENT ON THE JOB

**1. Notify your manager/supervisor immediately.**

- The manager/supervisor will refer you for immediate treatment, as deemed appropriate.
- Your manager will complete an Accident/Injury report and forward it to Risk Management within 24 hours.

and forward it to the Third Party Administrator  
at Boston College.

Third Party Administrator or the Third Party Administrator.

Return-to-Work note to your manager /supervisor.  
Forward the Return-to-Work note to Risk Management.

**Work date, and you return on that date, it is not**

### HOW TO OBTAIN INFORMATION ABOUT YOUR WORKERS' COMPENSATION CLAIM

Your claim is handled by an outside source, a Third Party Administrator. The administrator reviews the Accident/Injury Report and your medical information, and does the actual investigation regarding your injury. They will make the initial determination as to your entitlement to compensation and/or medical benefits.

*If you should need information about your claim you should call:*

**Julie Simpson**  
CCMSI  
55 Walkers Brook Drive, Suite 402  
Reading, MA 01867

**P: 781-683-1144 (direct line)**  
**T: 800-552-1150 x1144**  
**F: 781-246-3425**  
**jsimpson@ccmsi.com**

**Please note: All medical bills and prescription receipts related to your claim should be sent to Julie Simpson at the above address. Additionally, this information, along with your claim number when assigned, should be provided to any medical providers who treat you.**

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## **PAYMENT INFORMATION**

Eligibility to receive Workers' Compensation indemnity payments

