

March 20, 2020

TO: EMPLOYEES PAID BY KCHC WHO SEEK TREATMENT FOR A WORK-RELATED INJURY

When a work-related incident occurs, please follow the steps below to ensure your bill is processed properly under Workers' Compensation.

- Kindly visit our website at <http://ess.nychhc.org> for the required forms.
- Go to the Forms/Links button and select, then go the Worker's Compensation section located at the bottom of the page.
- Select the Employee's Notice of Injury link. The WCD-23 form will launch.
- Complete the WCD-23 Employee's Notice of Injury, provide as much detailed information as possible.
- Email your incident report directly to our Intake Unit at LeavesWC@nychhc.org. Intake will review and submit your incident report to the Workers' Compensation Insurance Carrier, the NYC Law Department/Workers' Compensation Division. The NYC Law Department will review your report and respond to you directly with a case number notice.
- Once you have received your NYC Law Department acceptance letter with your case number, you may then provide it to patient account/billing department for further action.
- If you do not file a claim, you will receive a bill from SUNY Downstate Health Sciences University Hospital of Brooklyn

If you have any questions, please reach out to WC Leave Administrator, Kayla Zito at zitok@nychhc.org or 646-694-6778.