

Employee

■ Obtain first aid or other necessary medical treatment as soon as possible. The treating health care provider must be authorized by the Workers' Compensation Board, except in an emergency situation. For a listing of the participating WC physicians, please call the State Workers' Compensation Board at 1-800-781-2362 go to their website at: <http://www.wcb.state.ny.us>

- [C-4 Form Doctor's Initial Report](#)

Notify your supervisor about the injury and the way in which it occurred as soon as possible. An injured employee, who fails to inform their employer in writing, may lose their right to workers' compensation benefits.

Obtain from your employer a Claimant Information Packet and complete all necessary forms. Once completed, submit the forms to your payroll secretary who will mail all documents to the Law Department for processing.