

Verification of Receipt  
Kenyon College & CompManagement Health Systems, Inc.

Kenyon College has chosen CompManagement Health Systems, Inc. to provide medical management service to our injured workers. Please read the information presented so that you are aware of the guidelines Kenyon College has for workers who have been injured while on the job.

Please sign below:

*I acknowledge that I have received a copy of the **Injury on the Job Claims Procedures** covering Workers' Compensation claims procedure.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date

**COMPMANAGEMENT HEALTH SYSTEMS, INC.  
INJURY ON THE JOB CLAIM PROCEDURES**

**EMPLOYER NAME & RISK #/POLICY #:**

**Name:** Kenyon College  
**Address:** Eaton Center  
**City, State, Zip:** Gambier, Ohio 43022  
**Risk Number:** 30095

**YOUR WC COORDINATOR:**

**Name:** Jennifer Cabral  
**Title:** Director of Human Resources  
**Phone:** (740) 427-5173  
**Fax:** (740) 427-5901

**IF YOU EXPERIENCE AN ON THE JOB INJURY:**

1. Report the injury/incident to your supervisor and complete all necessary paperwork. Your supervisor will give you additional instructions as needed.
2. Your WC Coordinator can provide additional written or verbal instructions.
3. We ask that you seek medical attention from the Anchor Medical Group listed below. You may seek treatment from any provider. However, the provider must be BW certified to receive payment from CHS.
4. Give your MCO Identification Card to the medical provider to ensure all bills and necessary documents are sent to the correct address.
5. Notify your employer of your medical condition.
6. Keep your WC Coordinator informed on the status of your injury.

**SEE YOUR SUPERVISOR OR WC COORDINATOR FOR ALL NECESSARY FORMS**

**ANCHOR MEDICAL GROUP(S):**

**(Non-Emergency)**

**Name:** Mid- Ohio Corporate Care  
**Address:** 1330 Coshocton Road  
**City, State, Zip:** Mount Vernon, OH 43050  
**Phone:** (740) 393-WORK (9675)  
**Hours:** M - F 8 am - 5 pm

**(Emergency)**

**Name:** Knox Community Hospital  
**Address:** 1330 Coshocton Road  
**City, State, Zip:** Mount Vernon, OH 43050  
**Phone:** (740) 393-9000  
**Hours:** 24 Hours

**MANAGED CARE ORGANIZATION:**

CompManagement Health Systems, Inc.  
PO Box 1010  
Dublin, Ohio 43017  
Phone: 614-799-1260  
Toll-Free: 888-247-7799  
Fax: 614-718-9870  
[www.chsmco.com](http://www.chsmco.com)