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
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)                                                                 (Emergency)
Name: Mid-Ohio Corporate Care Name: Knox Community Hospital
Address: 1330 Coshocton Road Address: 1330 Coshocton Road
City, State, Zip: Mount Vernon, OH 43050 City, State, Zip: Mount Vernon, OH 43050
Phone: (740) 393-WORK (9675) Phone: (740) 393-9000
Hours: M - F 8 am - 5 pm 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