

How to Apply for Workers' Compensation Benefits

Seek medical attention if you need immediate help.

1. Report the incident to your supervisor and complete an [Accident Report Form](#).
 - a) You must complete this form within 24 hours of the incident so there is no delay in the process.
 - b) The form is digital and can be submitted directly to **Leave Management** and **Environmental Health and Safety**.
 - c) You must also email your completed form to your departmental HR contact or supervisor, or print a copy and give to them.
2. After the Accident Report Form is completed, your Departmental HR Contact will file a claim with our Workers' Compensation Insurance Carrier on your behalf. Further review of the incident may be initiated by your supervisor, Department or someone from Environmental Health and Safety.
3. If you will be absent from work due to your injury:
 - a) Ask your departmental HR contact to provide you with any applicable forms, then complete the forms and send to the CUHR Leave Management Office.
 - b) Provide a doctor's note to your supervisor and a copy to CUHR Leave Management. You must keep both offices updated on your expected return to work date.

Remember: If you need medical treatment, you should seek medical attention immediately at a location most convenient to you. Please note that any private physician authorized by the [Workers' Compensation Board](#) can be used.

Treatment locations near campuses

Morningside/Manhattanville:

Mount Sinai St. Luke's Emergency Room
1111 Amsterdam Avenue
New York, NY 10025
(212) 523-4000

CUIMC:

Workforce Health and Safety
1st floor Harkness Pavilion
Open Monday-Friday, 8:30 a.m. to 4:30 p.m.
(212) 305-7590.

Note: You must have a Columbia University ID to be seen.

Alternate location:

New York Presbyterian Hospital Emergency Room
630 West 168th Street
New York, NY 10032
(212) 305-2500

Lamont:

Nyack Hospital
160 N Midland Ave
Nyack, NY 10960
(845) 348-2000

Nevis:

St. John's Riverside Hospital
967 North Broadway, Yonkers, NY 10701
(914) 964-4444

When receiving treatment for a workplace injury, you will not need to pay the doctor or hospital, and your private insurance should not be billed. If any charges are incurred, save all receipts and mail them to our insurer, PMA, for processing.*

*Employees working out of state should contact the CUHR Leave Management Office in addition to completing an [Accident Report Form](#).