Volunteer Firefighter Procedure Checklist

What to do in response to an injury or medical problem

Fire Chief:

If a volunteer Firefighter is injured while performing responsibilities in the line of duty:

□ **Complete the C2F** and send copies to each of the following:

NCA Comp
14 Lafayette Square, Suite 700
Buffalo, NY 14203
FAX: (716) 842-0018

Wayne County Human Resources Dept.
26 Church St.
Lyons, NY 14489
FAX: (315) 946-7488

FORMS MUST BE RECEIVED BY THE ABOVE within 5 days of the injury.

□ Make sure that the emergency room, hospital, or other medical provider is informed that this is a Volunteer Firefighter Benefit Law (VFBL) claim.

All bills must be sent to:

NCA Comp
14 Lafayette Square, Suite 700
Buffalo, NY 14203

□ Keep a copy of all submitted forms and correspondence

□ Notify the Fire Coordinator of the claim

Volunteer Firefighter:

□ Notify your Chief of any injury or medical problem

□ Tell any medical provider (Doctor, Nurse, Emergency room etc.) that this is a VFBL claim

□ Complete the VF-3 form and send it to Wayne County Department of Human Resources, 26 Church Street, Lyons, NY 14489

Complete the VF-3 as soon after the incident as you can.

□ If on-going treatment is required, remind the provider that this is a VFBL claim

□ Keep a copy of any paperwork

□ If you receive a bill for any VFBL claim related medical treatment, contact:

- Your Fire Chief/Director of Operations
- Wayne County Department of Human Resources
- NCA Comp

Do not pay the bill. Forward the bill to NCA Comp.

□ If your claim is contested, you have the right to a hearing.

□ For further information refer to:

- The Wayne County "Introduction to the Volunteer Firefighters Benefit Law"
- The Guide to NYS Benefits
- NCA Comp
- The Worker's Compensation Board website: www.wcb.ny.gov

(9/29/2015)

NEW YORK STATE | Workers' Compensation Board

State of New York - Workers' Compensation Board

Employer's First Report of Work-Related Injury/Illness

C-2F

A work-related injury or illness must be reported within 10 days (Per Section 110) of the injury/illness or be subject to a penalty. Employers are not required to submit form C-2F to the Workers' Compensation Board if the employer's insurer will be submitting the accident information electronically to the Board on the employer's behalf. If you need assistance completing this form, please contact your insurer for guidance on the best method of reporting work-related accident information. If you submit this form to the Board, please send it to P.O. Box 5205, Binghamton, NY 13902 and provide a copy to your insurer.

Employee Name _____

WCB Case Number (JCN) _____ **Date of Injury** _____

Claim Administrator Claim Number _____

INSURER / CLAIM ADMINISTRATOR INFORMATION

Insurer Name Wayne County **Insurer ID** 15-6000470

Name Steve Gidwitz

Info/Attn c/o NCAComp, Inc.

Address 14 Lafayette Square, Suite 700

City Buffalo **State** NY

Postal Code 14203 **Country** USA

Claim Admin ID _____

EMPLOYEE INFORMATION

First Name _____ **Middle Name/Initial** _____

Last Name _____ **Suffix** _____

Mailing Address _____

City _____ **State** _____

Postal Code _____ **Country** _____

Phone Number _____ **Date of Hire** _____

Date of Birth _____ **Gender** ☐ Male ☐ Female ☐ Unknown

Employee SSN _____

Occupation Description _____

CLAIM INFORMATION

Time of Injury _____ **Date Employer Had Knowledge of the Injury** _____

Employment Status _____ **Date Employer Had Knowledge of Date of Disability** _____

Estimated Weekly Wage $0 _____ **Number of Days Worked Per Week** _____

Work Week Type ☐ Standard Work Week ☐ Fixed Work Week ☐ Varied Work Week

Work Days Scheduled ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat

EMPLOYEE INJURY

Full Wages Paid for Date of Injury ☐ Yes ☒ No **Employer Paid Salary in Lieu of Compensation** ☐ Yes ☒ No

Initial Treatment ☐ No Medical Treatment ☐ Minor On-Site Treatment By Employer ☐ Minor Clinic/Hospital Treatment
☐ Emergency Evaluation ☐ Hospitalization Greater Than 24 Hours ☐ Future Major Medical/Lost Time Anticipated

Death Result of Injury ☐ Yes ☐ No ☐ Unknown **Date of Death** _____ **Number of Dependents** _____

Nature of Injury (i.e. Laceration, Burns, Fracture, Strain, etc) _____

Part of Body (i.e. left arm, right foot, head, multiple, etc) _____

Cause of Injury (i.e. Motor Vehicle, Machine, Strain or Injury by lifting, etc) _____

Accident/Injury Description (see instructions)

WORK STATUS

Initial Date Last Day Worked _____ **Return To Work Type** ☐ Actual ☐ Released

Initial Date Disability Began _____ **Physical Restrictions** ☐ Yes ☐ No

Initial Return to Work Date _____ **Return To Work Same Employer** ☐ Yes ☐ No

ACCIDENT LOCATION AND WITNESSES

Premises (see instructions) ☐ Employer ☐ Lessee ☐ Other

Organization Name _____

Street _____ **State** _____

City _____ **Postal Code** _____

County _____ **Country** _____

Location Narrative _____

Witnesses	**Business Phone Number**

EMPLOYER INFORMATION

Name _____ **Employer FEIN** _____

UI Number _____ **Manual Classification Code** _____

Industry Code _____

Info/Attn _____

Mailing Address _____

City _____ **State** _____

Postal Code _____ **Country** _____

Physical Addr _____

City _____ **State** _____

Postal Code _____ **Country** _____

Contact Name _____

Contact Business Phone Number _____

INSURED INFORMATION

Insured Name _____ **Insured FEIN** _____

Insured Type ☐ Insured ☒ Self-Insured ☐ Uninsured **Insured Location ID** _____

Policy Number ID W878003

Policy Effective Date 6/1/2014 **Policy Expiration Date** Cancellation

An employer or carrier, or any employee, agent, or person acting on behalf of an employer or carrier, who KNOWINGLY MAKES A FALSE STATEMENT OR REPRESENTATION as to a material fact in the course of reporting, investigation of, or adjusting a claim for any benefit or payment under this chapter for the purpose of avoiding provision of such payment or benefit SHALL BE GUILTY OF A CRIME AND SUBJECT TO SUBSTANTIAL FINES AND IMPRISONMENT.

The above information is true to the best of my knowledge and belief.

If prepared by the employer:

Signature of Person Preparing Form _____ **Date** _____

Print Name _____

Title _____ **Phone Number** _____