

Ohio University – Workers Compensation Claims (All states except OH/WA/ND)

Ohio University has secured out-of-state workers' compensation coverage with **The Hartford** for university employees who permanently reside and work in a state other than Ohio, Washington State and North Dakota. * The Hartford will allow employees to seek medical treatment with providers in the state in which they reside.

If an employee is injured at work, an [Employee Incident Report \[PDF\]](#) MUST be completed within 24 hours of the incident. If the injured employee is unable to complete the form, their immediate supervisor must do so to the best of their knowledge.

Reporting Workers Compensation Claims (All states):

The [Employee Incident Report \[PDF\]](#) form needs to be completed within 24 hours of the accident and emailed to Ohio University's Workers Compensation Department at insurance@ohio.edu, in order to prevent any delays in the employee's workers compensation claim.

Claims originating in Ohio, Washington State and North Dakota will be administered by the Ohio University Workers' Compensation Department.

The Hartford Claim Reporting Center (For states other than OH/WA/ND)

Employees must submit the Employee Incident Report and report claims to The Hartford Insurance Company by phone or online. Employees must have the policy number available to submit a claim. Ohio University WC policy #: **84 WE AP0LMC (effective 1/1/2022 – 1/1/2023)**

Phone: 800-327-3636; Available 24/7

Online: <https://www.thehartford.com/workers-compensation/claims>

Once the accident or injury is reported to The Hartford, a claim will be established, and the claim number and adjuster contact will be provided.

If an accident or injury results in lost time from work, The Hartford adjuster will contact the Ohio university workers compensation department, the injured employee and the medical provider to confirm the claim report and obtain the necessary information to process the appropriate workers compensation benefits.

Medical Treatment

If an injured employee needs a referral to a network medical provider, the employee may contact The Hartford's Network Referral Unit at 800-327-3636. Alternatively, the employee may search online at <https://myworkerscomp.thehartford.com/medical-coverage>.

Hartford can recommend a doctor experienced in workers' compensation care from their nationwide network of workplace injury specialists. Some states have rules about who chooses the doctor for an injured employees' care. The Hartford adjuster can explain the options.

Medical Bills:

If an injured employee already paid a medical bill and needs to be reimbursed:

Send the following information to the address or fax number for your claim state as listed below:

- Copy of the bill
- Proof of payment
- Claim number

For claims in CA, FL, NJ and TX:

The Hartford
PO Box 14187
Lexington, KY 40512
Fax: 859-258-2239

For all other states (except OH/WA/ND):

The Hartford
PO Box 14170
Lexington, KY 40512
Fax: 859-258-2235

If an employee received their bill in the mail:

The employee should ask their doctor to resend the bill, and all future bills, along with the employee's claim number to the address or fax number listed above for claims in the employee's state.

The employee's pharmacist should bill the employee's approved medications directly through Express Scripts, at no cost to the employee. To find an Express Scripts pharmacy, call 888-289-1407 or review [this list](#). (Employees who work in WA and ND should contact the Ohio university workers compensation department for contact details)

The Hartford Med-Bill Customer Service Phone Line

800-662-5814