

GREAT NECK PUBLIC SCHOOLS

**345 Lakeville Road
Great Neck, New York 11020
Telephone (516) 441-4020
Fax (516) 441-4922**

***John T. Powell
Assistant Superintendent for Business***

Dear Employee:

In connection with your recent accident, please be advised of the following:

Your case may be considered for Workers' Compensation provided you adhere to the following:

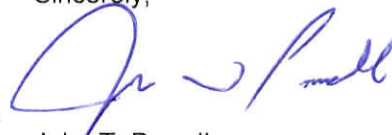
1. Notify your physician, or any other medical services you use, that this is a Workers' Compensation case. No payments are to be made by you or the District's health insurance plan to any physician, hospital, laboratory, etc.
2. If you are absent from work for 3 days or more, please complete the 'Doctor's Accident Update Report' form available at GNPS homepage/forms/payroll/purchasing, have your physician complete the doctor's section and return the completed form as soon as possible to the Payroll Dept. Failure to do so may result in delay of paycheck.
3. All appointments for non-emergency exams/procedures (e.g., follow-up appointments, x-rays, physical therapy, workers comp related appointments, etc.) MUST be made during non-working hours, or you may elect to use your sick time.
4. All special medical services such as diagnostic testing, surgical procedures, any special procedures, and hospital admittance (except Emergency Room), MUST have prior approval from the District's Workers' Compensation administrator:

Wright Risk Management
333 Earle Ovington Blvd. - 5th floor
Uniondale, New York 11553
TEL: (516) 227-2300
FAX: (516-794-5254)
Carrier ID #W823132

5. Any chargeable legal fees associated with your Workers Compensation case will be deducted from your award.

Failure to comply with the above may result in loss of workers' compensation benefits. Please be assured that this office is ready to assist you with any problems you may incur. The contact person in the Purchasing Office is Pennie Eng, 516-441-4070.

Sincerely,



John T. Powell
Assistant Superintendent for Business