

**2023 EMPLOYEE INJURY REPORTING PROCESS
FOR ALL PARTICIPANTS IN ONTARIO COUNTY SELF-INSURED PLAN**

PESH Injury Tracking and Resources

New York State Public Employee Safety and Health (PESH) requires municipal employers to maintain an annual log of work-related, recordable injuries and illnesses (PESH Form 900 or OSHA Form 300 – Log of Work-Related Injuries and Illnesses) and post a summary (PESH Form 900.1 – Summary of Work-Related Injuries and Illnesses) at the beginning of the following year within the workplace.

Historically, Ontario County Human Resources has completed this reporting for the employers in the Ontario County Self-Insured Workers' Compensation Plan. However, the software program that has been used is becoming obsolete and will no longer be an option in 2023 and beyond. Therefore, **starting January 1, 2023, every city, town, village, fire district and volunteer fire or ambulance company in the County, and FLCC will need to track, log, and report its own work-related injuries and illnesses to satisfy PESH recordkeeping requirements.** The County **will no longer** have the ability to provide the completed log and summary forms to these entities as it has done in the past. The Ontario County Safety Coordinator will continue to be available to provide training and consultation regarding determining whether an injury is recordable.

PESH Injury Log Tracking:

Track your injuries as they happen on the SH-900 Form or OSHA-300 Form. An SH-900.2 should also be completed for each injury. Retain these records for at least 5 years.

PESH Posting Requirements/Forms:

PESH requires Form SH-900.1 – Summary of Work-Related Injuries and Illnesses to be posted between February 1 and April 30 in every location where employees report to work. Forms and resources are on the Ontario County Website:

[Resources & Instructions – Ontario County](#)

How to Report an Injury for WORKERS' COMPENSATION Requirements

All employers' obligations to report claims for workers' compensation purposes remain the same. Ontario County remains self-insured for Workers' Compensation claims and will incur significant monetary penalties for failing to timely report to the New York State Workers' Compensation Board.

All claims are reviewed and managed by a third-party claim administrator (TPA), NCA Comp. The current examiner at NCA Comp who is assigned to all Ontario County claims is Valerie Rak.

Valerie Rak, Senior Claims Examiner
NCAComp, Inc.
14 Lafayette Square, Suite 700
Buffalo, NY 14203
Tel. 716-332-3004
Fax 716-842-0018
vrak@ncacomp.com

All necessary forms for filing and processing Workers Compensation claims are available on the New York State Workers' Compensation site at <http://www.wcb.ny.gov/>. The following are forms that will need to be provided to NCA Comp as soon as possible when an injury/illness occurs, and no later than within 5 days after the occurrence of injury/illness have been reported. Failure to timely report will result in fines issued by the NYS Workers' Compensation Board.

Form	Title	When	Link
C-2F	Employer's First Report of Work-Related Injury/Illness	As soon as possible after the occurrence of injury/illness	C-2F
C-11	Employer's Report of Injured Employee's Change in Employment Status Resulting from Injury	As soon as employment status of injured employee changes.	C-11
C-240	Employer's Statement of Wage Earnings (Preceding the Date of Injury/Illness)	Whenever an injured worker loses time from work	C-240

Forms should be submitted to Valerie Rak at NCAComp, Inc. at vrak@ncacomp.com and also to Ontario County at: HRWC@ontariocountyny.gov

You can submit via email the C-2F form along with any ancillary forms such as medical reports. You can also submit directly through the NCAComp online client system at <https://clients.ncacomp.com/> To become registered for online reporting on NCA Comp's website, please email Erin Jordan at ejordan@ncacomp.com.

Resources:

Information on using the claims portal, how to complete forms, and information on the process of an workers' compensation claim, click below:

[Resources & Instructions – Ontario County](#)

[Resources & Forms – NCA Comp](#)

When you have an injured worker that needs medical attention, please provide the "Workers' Compensation Information" sheet (attached hereto) to the injured worker so they can contact any medical providers so they can bill appropriately. Valerie Rak will produce the claim number once a claim is submitted.

WORKERS' COMPENSATION INFORMATION

Ontario County Self-Insurance provides Workers' Compensation coverage for employees of the Ontario County government, Ontario County Municipalities, Finger Lakes Community College, Ontario County Soil and Water Conservation District, and Ontario County volunteer firefighters and volunteer ambulance workers.

Keep a copy of this information for yourself and give the following information to the health care providers that you use for this injury.

Carrier Code Number: W856009

Claim #:

Insurance Carrier: Ontario County Self-Insurance
Send bills c/o NCAComp, Inc.
Attn: Valerie Rak
14 Lafayette Square, Suite 700
Buffalo, NY 14203

Pharmacy: Equian Rx: 1-866-895-2021
RxBIN: **010533** PCN: **ALS** RXGroup: **BMFF2033**

Diagnostics: MRI Orders: OCM IPA Inc.- Email: referrals@onecallmedical.com

NCAComp Adjuster Valerie Rak
Contact: Tel: 716-842-0045 ext: 160
Fax: 716-842-0018
Email: VRak@NCAComp.com

Ontario County Emily Phillips
Human Resources Human Resource Analyst
Department Direct: 585-396-8839
Contacts: Main: 585-396-4465
Fax: 585-396-8843
Email: Emily.Phillips@ontariocountyny.gov

Erinne Carfora
Human Resources Clerk
Direct: 585-396-4476
Main: 585-396-4465
Fax: 585-396-8843
Email: Erinne.Carfora@ontariocountyny.gov

Safety Resource: Sherman Manchester
Safety Coordinator
Direct: 585-396-8838
Main: 585-396-4465
Fax: 585-396-8843
Email: Sherman.Manchester@ontariocountyny.gov