

To: Department Managers  
From: John Amendola, Manager, Benefits & Wellness, Human Resources  
Re: Workers' Compensation Reporting Process  
Date: January 15<sup>th</sup>, 2025

CorVel is our Workers' Compensation claims carrier. Any work-related injuries or illnesses need to be reported utilizing the new process noted below:

- **Employees should call CorVel 24/7 Nurse Triage Advocacy Line (800) 683-6778 to report the injury or illness at the time it occurs.**

*Note: Blood Borne Pathogen Exposures should be reported directly to Occupational Health Services (OHS) from 7:30 a.m. – 3:30 p.m., Monday through Friday, or the nearest Emergency Department thereafter.*

Upon receiving the call, a CorVel Nurse will gather information and provide the employee with suggestions for first aid and/or self-care and/or refer the employee to an appropriate medical provider. The CorVel Nurse will also provide the employee with a claim number that will be needed for further treatment for the injury or illness.

*Note: If the injury or illness requires immediate attention, depending on the nature and/or severity of the injury, employees should go directly to Occupational Health Services (OHS) or to the nearest Emergency Department. Employees who go to the Emergency Department should follow-up with Occupational Health Services the next business day.*

- **The employee will complete the employee incident in the on-line reporting system "VERGE" (see attached) that is available on all desktop computers or you can report the incident in a paper form if needed. You can find the paper form on-line in the Shared Drive - - Read Only Directory - - Forms - - Human Resources - - MNH EE Incident Report File - - MNH Incident Report Form–CorVel 24-7. Once the form is completed by the employee and manager, please fax it to Human Resources at 845-348-3045.**

*Note: Please ensure that this memo and the attached poster are in a noticeable area within your Unit/Department in case an employee becomes injured or ill during their work shift.*

As a manager, it is important that you adhere to this process and communicate it to your employees when they become injured or ill in the course of carrying out their duties at Montefiore Nyack Hospital.

If you have any questions regarding the process or the form, please contact John Amendola, Manager, Benefits & Wellness, at 845-348-2153 or Sabrina Ruzzi, Senior Benefits Specialist at 845-348-2148.

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Human Resources  
Montefiore Nyack Hospital  
160 North Midland Ave.  
Nyack, NY 10960

845-348-2155 Office  
845-348-3045 Fax

John Amendola  
Manager, Benefits & Wellness  
845-348-2153 Office  
845-348-3045 Fax  
[jamendola@montefiorenyack.org](mailto:jamendola@montefiorenyack.org)