

**Thank you for reporting your injury. We want to be sure you have the information and support you need. There are some important things you should know.**

If you need immediate care please go to the emergency room.

If you do not need medical treatment beyond first aid, no other action is needed by you at this time.

**If you need to seek non-emergency treatment** contact Doris Raymond, Occupational Health Specialist via e-mail at [draymond@middlebury.edu](mailto:draymond@middlebury.edu) or by phone at 989-5625. Doris is contracted by the College to treat employees who need non-emergent medical care due to a reported worker's compensation injury.

If you decide to be treated by another provider or received care at the emergency room, please take these steps:

1. Complete a medical release of information [authorization](#).
2. Obtain return to work documentation from your provider specifying work restrictions, if any.
3. Instruct provider to direct all worker's compensation bills to:

FutureComp  
711 E. Main St.  
Chicopee, MA 01020

Phone (855) 874-0123 option 3 for FutureComp  
Fax (413) 739-9330

**If you miss any time from work or have any work restrictions** please be sure to notify your supervisor and Sarah Nyhan, leave specialist..

Sarah Nyhan

Phone (802)443-4005

Fax (802)443-2058

[sarah.nyhan@gmhec.org](mailto:sarah.nyhan@gmhec.org)

## **Returning to Work**

If you are advised to miss work by a medical provider you should **not** return to work until medically cleared. Contact Sarah Nyhan and your supervisor for more information.

## **Frequently Asked Questions**

### **Who is Doris Raymond?**

Doris Raymond is an Occupational Health Specialist hired by the College to treat employees who need non-emergent medical care due to a reported worker's compensation injury. Doris is a nurse case practitioner with over 25 years of experience.

### **Where do I go for my appointment?**

Long Trail Physical Therapy- Vermont Sun Building, 812 Exchange Street (across from Otter Creek Brewing)

**What if I must change or cancel my appointment?**

Please contact Doris Raymond at least 24 hours in advance (if possible) via e-mail at draymond@middlebury.edu or by phone at 989-5625. Middlebury College is charged a “no show” fee of \$65 if you miss your appointment or cancel with less than 24 hours notice. This fee applies to follow-up visits as well. Please make every effort to attend appointments on-time.

**What can I expect at my appointment?**

Expect to complete some paperwork regarding your health history and current injury. Doris Raymond will examine you, determine your work capabilities, and make medical recommendations. You will be asked to review and sign a copy of your work capabilities form. If follow-up medical care with Doris is warranted, she will schedule that appointment and write the information on your work capabilities form.

**How long will my appointment last?**

Expect to spend about 1 hour if you are a new patient and ½ hour if you have previously treated with Doris. At times employees may need to wait a bit longer. We appreciate your patience.

**Do I need to bring anything with me?**

If you are under age 18 (or otherwise not authorized to make medical decisions for yourself) please have a parent or guardian accompany you to your appointment. Otherwise, there is no need to bring anything to your appointment.

**What if I am referred for a medical test or specialist treatment?**

Doris makes medical recommendations based on her medical findings after your examination. If she refers you to a specialist medical provider or for additional medical tests she has determined that such medical care is necessary whether or not the need for care is considered a work injury. She may be able to facilitate the scheduling of specialist appointments.

If you are referred for ongoing treatment such as physical therapy, chiropractic care, etc. please attempt to schedule these appointments outside of your regular work schedule when possible. If not possible, please attempt to schedule appointments at the least disruptive part of your work day (consult with your supervisor if necessary).

**How do I know if my worker’s compensation claim is accepted?**

The College has a 3rd Party Administrator, FutureComp, who reviews each claim and accepts or denies a claim. A claim number is assigned in all cases and does not mean the claim has been accepted. If a claim is denied, employees will be notified of the denial and provided information on how to appeal a denial. Visits to Doris will be paid with no cost to you even if a claim is later denied. If a claim is denied, any other medical care such as tests, therapy, prescriptions, equipment, and specialist appointments will not be paid by worker’s compensation insurance.

**What if I am released to return to work with restrictions?**

Please contact Sarah Nyhan to determine if you should return to work immediately. Your supervisor will need to review your restrictions and decide whether restrictions can be accommodated.

**What if I am not released to return to work?**

Contact Sarah Nyhan and let your supervisor know.