



MEMO

TO: All GSIL employees

FROM: Linda Tsantoulis
Vice President of Human Resources

SUBJECT: New workplace injury and accident procedure

DATE: October 1, 2018

Effective today, October 1, 2018, GSIL has changed our workers compensation carrier. We are now a part of the Granite State Healthcare and Human Service Trust. We will now be utilizing a Managed Care Program to provide managed care services to those employees who are injured on the job. The Lawson Group, our third-party administrator, has partnered with Windham Group's Work Injury Network (WIN) to provide the managed care services. If you are injured on the job you can find a network provider by going to:

www.windhamgroup.com.

Within the next week, you should receive a letter explaining what steps you should take if you are ever injured on the job along with an ID card, to identify you as a member of the Work Injury Network.

If you should suffer a work-related injury before you receive this information, please contact Stephanie Janes in the HR Department and she will walk you through the process. Stephanie can be reached at sjanes@gsil.org or at 603-228-9680.

Dear Employee:

Welcome to Windham's Work Injury Network, a Managed Care Program for Workers' Compensation. If you are ever injured on the job, Windham's Work Injury Network will ensure that you receive quality medical care and assist in coordinating a safe and timely return to work.

Enclosed are instructions about what steps you should take if you are injured on the job. Please review this information carefully and if you have any questions, you may ask your employer or call our toll free number and ask to speak with a Managed Care Representative.

If you sustain a work-related injury, your employer will make available to you the Network of Providers and will issue you an identification card. This card identifies you as a member of Windham's Work Injury Network. Please present this card to the provider you have selected from the network for your treatment. It will identify your Workers' Compensation insurance carrier for the provider, for billing purposes. The Network of Providers can be found on www.windhamgroup.com.

If your injury requires, a WIN Nurse Case Manager will be in contact with you within 24 hours of notification of the injury by the insurance carrier. The WIN Nurse Case Manager will follow your treatment closely and assist you with a safe return to work.

If you have any questions regarding this program, contact your employer or Windham's Work Injury Network at 1-800-898-0386, ext. 1211.

Sincerely,



Sebastian Grasso
President

Enclosure