**(Sample)**

**CT Approved Plan Announcement Letter to All Employees**

Date: \_\_\_\_\_\_\_\_\_\_\_

To All Employees:

(Name of Employer) is committed to making quality medical care available to every employee who is injured on the job. To support this goal, I am pleased to announce the addition of a new feature to our workers’ compensation program through Coventry. As of (date), (Employer Name) will become a participant in the Coventry Workers’ Compensation Managed Care Plan. The Plan has been approved by the Connecticut Workers’ Compensation Commission.

The Plan provides a comprehensive network of carefully selected occupational and urgent care centers, physicians, hospitals and ancillary service providers who have agreed to offer timely, quality, cost-effective care to persons injured at the work place or who have job-related illnesses. **According to state regulations which govern Workers’ Compensation Commission approved plans, for covered specialties, you are required to obtain all medical care for job-related injuries and illnesses from providers in the Plan or risk loss of your Workers’ Compensation benefits, subject to the order of a Workers’ Compensation Commissioner.**

Your health and well-being are important to (Name of Employer). If you are injured on the job or develop a job-related illness, you will be referred to a health care provider in the Plan. At the same time, a Health*Direct*, Inc. (HDI) Case Manager working on behalf of our insurance carrier, AIG, will consult with you about your health care needs and assist you to obtain treatment and referrals as needed. The Case Manager will serve as a valuable resource to you throughout your medical treatment.

The Plan’s providers have been fully credentialed and are committed to seeing you promptly, providing quality care, and working effectively to achieve your timely progress, and return to work.

All supervisory personnel will be given information about procedures for using the Plan. If you have any questions about this new program, please direct them to your immediate supervisor or call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank You,

Human Resources

\*\*\*\*NOTE – This notice along with the Connecticut Brochure must be given to new hires at time of hire.