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NY 13-04

### MEMORANDUM

**TO:** New York State Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** Accident Reporting System (ARS)  
Flyer, Poster and Wallet Card  
**DATE:** March 12, 2013



We are happy to announce that the flyer, poster and wallet card for the Accident Reporting System are at the printer and will be shipped to NY agencies soon. (Note: ARS is not applicable to the United Court System or Legislature.) These resources inform and remind employees to use ARS to report any work-related injury or illness. Note that the hours when an employee can reach an ARS representative have changed. Employees receive a follow-up mailing with their incident number so it is important to confirm their mailing address is correct on NYBEAS and NYSTEP.

Please update your agency postings of the program; remove and recycle any outdated materials. As a reminder, new employees should be given both the flyer and wallet card along with their other orientation information.

#### Distribution

We will not be mailing these publications to enrollees' homes. Later this month, we will send you a supply of five of each publication to post and distribute to new employees or those who request them.

#### Publications Available on Our Web Site: <https://www.cs.ny.gov>

Please check the web site for new publications. We generally post publications when we sign off for printing. These materials will be available on HBA Online under Publications & Forms, then Workers' Compensation Benefits Publications. Additionally, a PDF of the poster is attached for electronic distribution. On the Department of Civil Service web site, ARS information can be found by clicking on Employees; select State Government Employees and then Workers' Compensation Benefits. Note that the wallet card is not posted online.

#### Ordering Publications

You may order additional copies on HBA Online under Publications & Forms. Please wait until you receive your shipment of the new publications before you place an order.

If you need help accessing HBA Online, please call the Civil Service Help Desk at 1-800-422-3671 or 518-457-5406. Call the EBD Help Line at 518-474-2780 with questions. If you are unsure of how to order publications or have questions about this distribution, please call the EBD Communications Unit at 518-457-7577.

Attachment: ARS Poster