



## Department of Civil Service

**ANDREW M. CUOMO**

Governor

**JERRY BOONE**

Commissioner

**NY 15-04**

### **MEMORANDUM**

**TO:** New York State Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** Accident Reporting System (ARS) Publications  
**DATE:** February 10, 2015

The Accident Reporting System (ARS) poster and flyer have been updated to reflect a change in hours when an employee can reach an ARS Call Center representative to report a workplace injury or illness.

The ARS poster will be shipped to NY agencies in mid-February. Please update your agency postings of the poster; remove and recycle any outdated materials. The ARS flyer [NY1017, 3/13] is not being revised and reprinted at this time; however, the online version has been updated to reflect the new Call Center hours. On HBA Online, go to the workers' compensation section and click on ARS Publications.

#### **Distribution**

We will not be mailing these publications to enrollees' homes. A supply of five posters will be mailed to you to post in your agency. For your convenience, a PDF is also attached for electronic posting in your agency.

#### **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. Go to NYSHIP Publication Order Forms, select your group, click on Order Publications Online and scroll down to Workers' Compensation Benefits Publications.

#### **Ordering Publications**

Please wait until you receive your shipment of posters before you place an order.

If you need help accessing HBA Online, email ITS Enterprise Service Desk at [its.sm.esd.agc@its.ny.gov](mailto:its.sm.esd.agc@its.ny.gov).

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