

Basic Workers Compensation Guidelines

If you hurt yourself while working and it is an emergency or life threatening do whatever you need to do to get emergency help and attention. We will deal with the paperwork later.

If you hurt yourself while working and it is NOT life threatening or does not need emergency or immediate care services, please do the following:

1. Contact your supervisor and let them know about your injury as a soon as possible then please call the contact below:
 - Employee or supervisor should contact Peter Schlosser at 624-6395
 - Or call the NRSC main number at 624-6370.
2. If medical attention is necessary (but not an emergency situation) please DO NOT go to your primary care physician without notifying us. Please call us and we will set up an appointment with a 10 day provider Doctor (if available in your area). If you choose not to go to the 10 day provider but go to your own doctor, Workers Comp may not cover your visit or injury.
3. Please fill out ALL of the paperwork forms and either scan and email to peter.schlosser@maine.gov or fax to 287-2216. The following forms are what we need ASAP after the injury. If the employee can't send the forms themselves the supervisor should do that for them. The required forms are:
 - 1) Employee's Report of Injury
 - 2) Supervisor's Report of Injury
 - 3) Medical Release Form
 - 4) Vendor update Form (Name, home address and signature only)

You can find all of these forms on the NRSC FORMS PAGE at:

<http://www.maine.gov/nrsc> (Click the Forms link on the left).

4. ***VERY IMPORTANT: If you lose any work time due to the injury, you must notify your Supervisor and Peter Schlosser or someone else in Human Resources of the lost time ASAP and it should be shown on you Time Sheet as Sick Workers Comp.***

NOTE: Time used for going to the Doctors (for the injury) and follow up appointments (If you are actually working) please code as **Workers Comp - Admin Leave** on your TAMS.

- If you lose time from work (8 hrs. or more) you may be required to have a doctor's note that shows you can return to work* (All cases are different so this is dependent on the individual circumstances of the injury).

Please contact Peter Schlosser at 624-6395 if you have any questions.