

Basic Workers Compensation Injury Reporting 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.

However if you were injured 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 207-624-6395.
 - Or call Amanda Beckwith at 207-624-6391.
2. If medical attention is necessary (but not an emergency situation) please DO NOT go to your primary care physician without notifying us first. 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, please be aware that Workers Comp may not cover your visit or injury.
3. Please fill out ALL of the paperwork forms and either scan and email to danielle.lefebvre@maine.gov or fax to 207-287-2216. 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 First Report of Injury
 - 2) Supervisor's First Report of Injury
 - 3) Medical Release Form
 - 4) Vendor update Form (Legal Name, home address (Payment), and signature only)
 - 5) Benefits Leave Options form (Required for lost time from work claims)

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 side of page).

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

NOTE: Time used for going to the WC medical provider (for the injury) and follow up appointments please use the timesheet Description code **Workers Comp - Admin Leave** on your TAMS.

Appointments on regular days off are not paid by Workers Comp.

- If you lose time from work (8 hours 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).

5. **Supervisors:** If an employee suffers a serious physical injury, specifically an incident that results in an amputation, loss or fracture of any body part or that necessitates immediate hospitalization or formal admission to the inpatient service of a hospital or clinic for care or treatment, the State of Maine Department of Labor requires the person in charge of any workplace to report the incident to Michael LaPlante (207-623-7921 or 592-0275) at the DOL within 24 hours, death 8 hours, and then immediately to Human Resources. The reason for this is because the person in charge will have first hand knowledge of the incident. Other than the Supervisor's report, there are no additional forms to complete.

Please contact Peter Schlosser at 207- 446-2937 or danielle.lefebvre@maine.gov if you have any questions.