State of Maine Workers' Compensation Board

FORMS TRAINING

"MINI-MANUAL"

For use in Maine WCB training

Maine
Workers'
Compensation
Board

Rev 10-22-18

Disclaimer

This document was prepared by me solely as a supplement to the training and outreach efforts and programs of the Maine Workers' Compensation Board, and for use solely in those training programs. Its purpose is simply to address some of the more common misunderstandings, errors, and ambiguities encountered by employers, insurers, claims adjusters/administrators, and auditors and other employees of the Board in the course of their duties. It addresses the more common forms and appendices.

This document is not in any way meant to replace or be a substitute for the Board's Forms Manual, nor is it in any way meant to be a source of legal advice or opinion.

The full Forms and Petitions Manual, as well as Maine WC Law, Rules and Regulations, blank forms, WC Board newsletters, Compliance Reports, training modules, and other Board information may be found online at www.maine.gov/wcb.

My contact information is below. Please feel free to contact me with any comments, questions, or other inquiries.

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Maine
Workers'
Compensation
Board

The general mission of the Maine Workers' Compensation Board is to serve the employees and employers of the State fairly and expeditiously by ensuring compliance with the workers' compensation laws, ensuring the prompt delivery of benefits legally due, promoting the prevention of disputes, utilizing dispute resolution to reduce litigation and facilitating labor-management cooperation.

MAINE WORKERS' COMPENSATION BOARD FORMS REFERENCE GUIDE

BOARD FORM		STATUTES	RULES	FILING REQUIREMENTS
WCB-1	First Report of Injury	§303	1.7 3.1 3.4 8.13 8.16	Filed electronically within 7 days notice/knowledge of incapacity.
WCB-2	Wage Statement	§153(4) §205(8) §303	1.7	Filed within 30 days notice/knowledge of a claim for compensation.
WCB-2A	Schedule of Dependents and Filing Status Statement	§303	1.7 8.9	Filed within 30 days notice/knowledge of a claim for compensation for dates of injury prior to 1/1/13.
WCB-2B	Fringe Benefits Worksheet	§303	1.7 8.9	Filed within 30 days notice/knowledge of a claim for compensation.
WCB-3	Memorandum of Payment	§153(1)(B) §205(7)	1.1 1.7 8.12	Filed within 14 days notice/knowledge of a claim for incapacity or death benefits.
WCB-4	Discontinuance or Modification of Compensation	§205(9)(A)	1.7 8.11 8.12	Filed within 14 days after benefits are reduced or discontinued pursuant to 39-A M.R.S.A. §205(9)(A).
WCB-4A	Consent Between Employer and Employee		8.18	Filed when the parties have agreed to a voluntary payment of a retroactive closed-end period of incapacity, or a modification or discontinuance in ongoing weekly incapacity benefits.
WCB-8	Certificate of Discontinuance or Reduction of Compensation	§205(9)(B)(1)	1.7 8.15	Filed via certified mail no later than 21 days prior to the effective date of the discontinuance or reduction of benefits. pursuant to 39-A M.R.S.A. §205(9)(B)(1).
WCB-9	Notice of Controversy	§313(1)	1.1 1.7 3.4 8.2 8.12	Filed electronically within 14 days of a claim for incapacity or death benefits.
WCB-11	Statement of Compensation Paid		1.7 8.1 8.12	Filed within 195 days from the date of injury when indemnity benefits are paid and annually on the anniversary date of the injury subsequent to that. Final report when no further benefits are anticipated.

Effective 1/1/2013

EMPLOYER'S FIRST REPORT OF OCCUPATIONAL INJURY OR DISEASE

1. WCB FILE NUMBER (if known):

1a. OSHA 300 CASE NUMBER (if applicable):

REASON FOR REPORT (check all that apply)

2a. ☐ LOST TIME - ONE OR MORE DAYS 2b. WAS EMPLOYEE PAID FOR ½ DAY OR MORE ON DAY OF INJURY? ☐ YES ☐ NO

3. ☐ LOST EARNINGS BUT NO LOST TIME 4. ☐ MEDICAL/HEALTH CARE 5. ☐ FATALITY DATE OF DEATH: ____/____/____ MM DD YYYY

6a. ☐ OCCUPATIONAL DISEASE 6b. DATE OF LAST EXPOSURE: ____/____/____ MM DD YYYY 6c. DATE OF DIAGNOSIS AS OCCUPATIONALLY RELATED: ____/____/____ MM DD YYYY

7a. ☐ CORRECT PRIOR REPORT 7b. DATE OF CORRECTION: ____/____/____ MM DD YYYY 7c. DATE CORRECTION SENT TO WCB: ____/____/____ MM DD YYYY

EMPLOYER

8. STATE EMPLOYER UNEMPLOYMENT INSURANCE ACCOUNT NUMBER (UIAN):	9. FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):		10. EMPLOYER NAME:	
11. STREET/P.O BOX MAILING ADDRESS:	12. CITY:	13. STATE:	14. ZIP:	15. TELEPHONE NUMBER: ( )
16. PRIMARY BUSINESS PERFORMED BY EMPLOYER WHERE INJURY OCCURRED:	17. EMPLOYER LOCATION IF DIFFERENT FROM MAILING ADDRESS:	18. DID INJURY OR EXPOSURE OCCUR ON EMPLOYER'S PREMISES? ☐ YES ☐ NO IF NO, THEN GIVE NAME AND PHYSICAL ADDRESS OF THE EMPLOYER WHERE THE EMPLOYEE WAS INJURED OR EXPOSED:		

(check one) ☐ **INSURER** ☐ **THIRD PARTY ADMINISTRATOR (TPA)** ☐ **SELF-ADMINISTERED EMPLOYER**

19. INSURANCE / TPA COMPANY NAME:	20. POLICY NUMBER:		21. INSURER FILE NUMBER:	
22. STREET/P.O. BOX MAILING ADDRESS:	23. CITY:	24. STATE:	25. ZIP:	26. TELEPHONE NUMBER: ( )

EMPLOYEE

27. LAST NAME:	28. FIRST NAME:	29. MI:	30. TELEPHONE NUMBER: ( )	31. SOCIAL SECURITY NUMBER: XXX-XX-	32. GENDER: ☐ MALE ☐ FEMALE
33. STREET/P.O. BOX MAILING ADDRESS:	34. CITY:		35. STATE:	36. ZIP:	37. DATE OF BIRTH: ____/____/____ MM DD YYYY
38. OCCUPATION/JOB TITLE:	39. DATE OF HIRE: ____/____/____ MM DD YYYY	40. WEEKLY WAGE AT TIME OF INJURY: $		41. DOES EMPLOYEE WORK FOR ANOTHER EMPLOYER? ☐YES ☐ NO IF YES, GIVE NAME AND ADDRESS:	

CLAIM INFORMATION

42. DATE OF INJURY OR ILLNESS: ____/____/____ MM DD YYYY DATE EMPLOYER NOTIFIED: ____/____/____ MM DD YYYY	43. DATE OF INCAPACITY: ____/____/____ MM DD YYYY DATE EMPLOYER NOTIFIED: ____/____/____ MM DD YYYY	44. TIME EMPLOYEE BEGAN WORK (e.g. 7:30 a.m.): 46. TIME OF INJURY (e.g. 1:10 p.m.):	45. DATE EMPLOYER NOTIFIED INSURER/TPA: ____/____/____ MM DD YYYY 47. HAS EMPLOYEE RETURNED TO WORK? ☐ YES ☐ NO IF YES, GIVE DATE: ____/____/____ MM DD YYYY

48. SPECIFIC INJURY OR ILLNESS (e.g. second degree burn or toxic hepatitis):	49. BODY PART(s) AFFECTED (e.g. lower right forearm):	50. ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN THE EVENT OCCURRED (e.g. acetylene torch, metal plate):

51. SPECIFY ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE EVENT OCCURRED (e.g. cutting metal plate for flooring.): WAS ACTIVITY PART OF NORMAL JOB DUTIES? ☐ YES ☐ NO	52. HOW INJURY OR ILLNESS OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED OR MADE THE EMPLOYEE ILL. (e.g. worker stepped back to inspect work and slipped on some scrap metal. As worker fell, worker brushed against hot metal.):

53. HOSPITALIZED OVERNIGHT AS INPATIENT? ☐ YES ☐ NO	54. WAS THE EMPLOYEE TREATED IN AN EMERGENCY ROOM? ☐ YES ☐ NO:	55. HEALTH CARE PROVICER NAME:	56. MAILING ADDRESS:	57. TELEPHONE NUMBER: ( )

PREPARER INFORMATION

58. PREPARER NAME AND TITLE (TYPE OR PRINT):	59. TELEPHONE NUMBER: ( )	60. DATE SENT TO WCB: ____/____/____ MM DD YYYY

THE STATE OF MAINE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN ADMISSION TO, ACCESS TO, OR OPERATION OF ITS PROGRAMS, SERVICES, OR ACTIVITIES. THIS FORM IS AVAILABLE IN ALTERNATIVE FORMAT. FOR FURTHER ASSISTANCE, CONTACT THE MAINE WORKERS' COMPENSATION BOARD, ADA COORDINATOR, TELEPHONE: 1-888-801-9087 OR TTY Maine Relay 711.

WCB-1 (eff. 1/1/13)

F R O I - WCB-1

DUE DATE – file electronically within seven days of notice/knowledge of a work-related injury which has caused the employee to lose a day's work.

Box 2b – Was employee paid for ½ day on day of injury? - Make sure this is accurate! It affects the calculation of the waiting period, compensability, and indemnity benefits. (If paid for ½ day or more, the date of injury is NOT a compensable day of incapacity).

Box 42 – Date of injury or illness

- Date of injury - date accident occurred (traumatic injury) or date of last exposure (cumulative injury or occupational disease).
- Date employer notified – the date the employer had notice or knowledge of the injury.

Box 43 – Date of incapacity

- Date of incapacity – first day qualifying as a day of incapacity/disability in the first period or incapacity/disability.
- Date employer notified – date that the employer had notice or knowledge of the work-related incapacity/disability in the first period or incapacity/disability. In the case of sporadic incapacity, enter the date that the employer had notice or knowledge of a day or more collectively lost from work.

Box 45 – Date employer notified insurer/TPA - Earliest date insurer or administrator had notice of the injury from any source. (For most filing/payment deadlines the day **employer** had notice or knowledge starts the clock ticking regardless of when insurer/administrator was notified).

Box 47 – Has employee returned to work? - Must report yes or no if Box 2a is checked (there is lost time). If days lost are less than or equal to 7, actual RTW date must be reported within 7 days of RTW with FROI 02 transaction. Not required if more than 7 days lost.

General

- Typical TE's – UI doesn't match database, FEIN problem, addresses don't match.
- Don't use 01 to make a change, only to cancel.
- Use CO to correct a data element when a TE is received.
- Use 02 to otherwise update or change a data element.
- The paper copy to the employee must be materially the same as the one filed EDI with the Board.
- **Employers must report ALL injuries, including medical only injuries to their insurer.**

WAGE STATEMENT

STATE OF MAINE
WORKERS' COMPENSATION BOARD
27 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0027

1. INSURER FILE NUMBER:	6. SOCIAL SECURITY NUMBER (LAST 4 DIGITS): XXX -XX-	7. WCB FILE NUMBER:	
2. EMPLOYER NAME:	8. EMPLOYEE LAST NAME:	9. FIRST NAME:	10. M.I.:
3. EMPLOYER MAILING ADDRESS AND PHONE NUMBER:	11. ADDRESS-NUMBER AND STREET:		
4. INSURER NAME:	12. CITY:	13. STATE:	14. ZIP: / 15. HOME PHONE:
5. INSURER MAILING ADDRESS:	16. DATE OF INJURY:	17. DESCRIPTION OF INJURY:	

18. DOES EMPLOYEE WORK CONCURRENTLY FOR ANOTHER EMPLOYER? YES ☐ NO ☐
IF YES, GIVE NAME(S):_____
NOTE: THE EMPLOYER SHALL SUBMIT A WAGE STATEMENT FOR EACH ADDITIONAL EMPLOYER.

19. DOES EMPLOYEE RECEIVE FRINGE BENEFITS THAT MAY STOP WHILE ON WORKERS' COMPENSATION? YES ☐ NO ☐
NOTE: THE EMPLOYER SHALL RECALCULATE THE AVERAGE WEEKLY WAGE IF/WHEN FRINGE BENEFITS CEASE (SEE RULE 1.5(2))

20. LIST GROSS EARNINGS FOR EACH WEEK:

WK	WEEK ENDING	GROSS EARNINGS	WK	WEEK ENDING	GROSS EARNINGS	WK	WEEK ENDING	GROSS EARNINGS
1			19			37		
2			20			38		
3			21			39		
4			22			40		
5			23			41		
6			24			42		
7			25			43		
8			26			44		
9			27			45		
10			28			46		
11			29			47		
12			30			48		
13			31			49		
14			32			50		
15			33			51		
16			34			WK OF INJURY		
17			35			21. TOTAL EARNINGS $		
18			36			22. GROSS AVERAGE WEEKLY WAGE $		

23. COMMENTS:

24. PREPARER NAME (TYPE OR PRINT):	25. TELEPHONE NUMBER: ( )	26. DATE MAILED:
E-MAIL ADDRESS:	TOLL-FREE NUMBER: ( )	___/___/___ MM DD YYYY

The State of Maine provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request. For assistance with this form, contact the ADA Coordinator at the Maine Workers' Compensation Board. Telephone: 1-888-801-9087 or TTY Maine Relay 711.
WCB-2 (eff. 1/1/13)

WAGE STATEMENT - WCB-2

DUE DATE – Within 30 days of notice/knowledge of a claim for compensation (Box 22 of the MOP or Box 20 of the NOC).

Box 18 - Concurrent employer – obtain separate wage statements for each employer. The employer for whom the employee worked at the time of injury is required to obtain and file the WCB-2(s) from the other employer(s). A concurrent employer is one who the employee had an employment relationship with at the time of the injury, whether or not they were actually working for them.

Box 19 – Fringe benefits – added to AWW only if discontinued during incapacity. Per Rule 1.5(2)(B), the AWW must be recalculated when fringe benefits cease. Form WCB-2B, Fringe Benefits Worksheet, must also be filed whether "yes" or "no" is checked.

Box 20 – Gross wages for each week

- Must be actual earnings, estimates are not accepted.
- If the employee is paid on other than a weekly basis, the form may be filled out on that basis (bi-weekly, monthly, etc.). However, actual earnings should be shown for the week of hire and week of injury, as well as any weeks with NO earnings.
- Include reported tips for tipped employees.
- Use payroll week ending dates, not check issue dates.
- Must be completed even if worksheet attached.
- Week 52 is the week that includes the injury; work backward to week 1.
- Include all weeks, even if no earnings. Do not go back more than 52 weeks.
- If seasonal per 102(4)(C), use prior calendar year earnings.

Box 21 – Total earnings - This must be the total of all earnings for the 52 week period, even if not all are used in calculating the AWW. Please note on Box 23 of the form if you left out any weeks in the AWW calculation (week of injury, for example).

General

- Please review all wage statements for accuracy.
- If 102(4)(B) applies, omit week of hire and/or week of injury if either or both reduce AWW. (Include any omitted weeks in Box 21, just omit from your calculation and note in Box 23.)
- If 102(4)(D) applies, you must get two comparables, even if not used in a mathematical formula in calculating the AWW.
- Be careful when faxing – if it can't be read, it is not filed and will be returned to you.
- Include preparer name and title (Box 24).

FRINGE BENEFITS WORKSHEET

STATE OF MAINE
WORKERS' COMPENSATION BOARD
27 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0027

1. INSURER FILE NUMBER:	6. SOCIAL SECURITY NUMBER (last 4 digits): XXX-XX-		7. WCB FILE NUMBER:	
2. EMPLOYER NAME:	8. EMPLOYEE LAST NAME:		9. FIRST NAME:	10. M.I.:
3. EMPLOYER MAILING ADDRESS AND PHONE NUMBER:	11. EMPLOYEE ADDRESS-NUMBER AND STREET:			
4. INSURER NAME:	12. CITY:	13. STATE:	14. ZIP:	15. HOME PHONE:
5. INSURER MAILING ADDRESS:	16. DATE OF INJURY:	17. DESCRIPTION OF INJURY:		

PROVIDE THE COST OF THE FRINGE BENEFIT PAID BY THE EMPLOYER AS OF THE EMPLOYEE'S DATE OF INJURY IF THE EMPLOYEE WAS RECEIVING THE BENEFIT ON HIS/HER DATE OF INJURY (SEE RULE CHAPTER 1(5)(1)).

NOTE: THE AMOUNTS REPORTED ARE SUBJECT TO VERIFICATION BY THE EMPLOYEE AND HIS/HER REPRESENTATIVE AND DOCUMENTATION MUST BE PROVIDED UPON REQUEST.

18. Fringe Benefit	Provided	Continues while Employee is out of work	Date Benefits End	Weekly Cost of Benefits to Employer
Health Benefits (inc. insurance)	Yes ☐ No ☐	Yes ☐ No ☐		$
Dental Insurance	Yes ☐ No ☐	Yes ☐ No ☐		$
Disability Insurance (inc. short and long term)	Yes ☐ No ☐	Yes ☐ No ☐		$
401K	Yes ☐ No ☐	Yes ☐ No ☐		$
Life Insurance	Yes ☐ No ☐	Yes ☐ No ☐		$
Education/Training	Yes ☐ No ☐	Yes ☐ No ☐		$
Pension	Yes ☐ No ☐	Yes ☐ No ☐		$
Other (please list):	Yes ☐ No ☐	Yes ☐ No ☐		$
Other (please list):	Yes ☐ No ☐	Yes ☐ No ☐		$

19. PREPARER NAME (TYPE OR PRINT):	20. TELEPHONE NUMBER: ( )	21. DATE MAILED:
E-MAIL ADDRESS:	TOLL-FREE NUMBER: ( )	____/____/____ MM DD YYYY

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WCB-2B (eff. 1/1/13)

FRINGE BENEFITS WORKSHEET – WCB-2B

DUE DATE – Within 30 days of notice/knowledge of a claim for compensation (Box 22 of MOP or Box 20 of NOC)

Box 18 – Fringe benefits - Provide the cost of the fringe benefit paid by the employer as of the employee's date of injury if the employee was receiving the benefit on his/her date of injury (see Rule 1.5.1). **NOTE: the amounts reported are subject to verification by the employee and his/her representative and documentation must be provided upon request.**

General

- The WCB-2B is required to accompany **ALL** Wage Statements (WCB-2) filed on or after 1/1/2013, regardless of date of injury. A WCB-2B is required to be filed for concurrent employers, as well as the employer of injury.
- Any benefit checked as "yes" in the "provided" column must also be checked "yes" or "no" in the "continues" column, and have a dollar amount in the "weekly cost" column, or a percentage in the case of a 401(k).
- Benefits calculated based on AWW including lost fringe benefits are subject to a maximum rate of 2/3 the SAWW at the time of injury. If benefits based on AWW without lost fringes are higher, pay the higher amount.
- **Per change effective 9/1/18 to Rule 1.5.1.A.3, inclusion of 401(k), 403(b) and equivalent plans ends when the employee returns to work.**

1. REVISION DATE: ____/____/____ MM DD YYYY	**MEMORANDUM OF PAYMENT**	2. WCB FILE NUMBER (if known):

EMPLOYEE

3. EMPLOYEE LAST NAME:	4. FIRST NAME:	5. MI.:	6. SOCIAL SECURITY NUMBER (last 4 digits): XXX-XX-	
7. STREET/P.O. BOX MAILING ADDRESS:	8. CITY:	9. STATE:	10. ZIP:	11. HOME PHONE NUMBER: ( )
12. DATE OF INJURY: ____/____/____ MM DD YYYY	13. SPECIFIC INJURY OR ILLNESS:		14. BODY PARTS (S) AFFECTED:	

EMPLOYER

15. INSURER FILE NUMBER:	16. EMPLOYER NAME:	17. EMPLOYER MAILING ADDRESS AND PHONE NUMBER:
18. INSURER NAME:	19.INSURER MAILING ADDRESS AND PHONE NUMBER:	

NOTICE TO EMPLOYEE

20. YOUR EMPLOYER/INSURER IS REQUIRED TO FILE THIS WORKERS' COMPENSATION FORM UPON PAYMENT OF A LOST TIME WORK-RELATED INJURY. PAYMENT IS MADE FOR THE FOLLOWING REASON:

A. ☐ YOUR CLAIM IS ACCEPTED.
B. ☐ THIS IS A VOLUNTARY PAYMENT WITHOUT PREJUDICE.
C. ☐ THIS IS A MANDATORY PAYMENT PURSUANT TO RULE 1.1. AMOUNT PAID $ _____. PERIOD COVERED BY MANDATORY PAYMENT:

FROM (DATE CLAIM MADE) ____/____/____ MM DD YYYY THROUGH (DATE NOTICE OF CONTROVERSY FILED AND BENEFITS PAID) ____/____/____ MM DD YYYY

21. TYPE OF PAYMENT:

A. ☐ WEEKLY COMPENSATION
B. ☐ SPECIFIC LOSS: _____ WEEKS
C. ☐ OTHER (EXPLAIN): _____

22. FIRST DAY OF COMPENSABILITY AFTER WAITING PERIOD WAS MET: ____/____/____ MM DD YYYY

23. DATE OF INCAPACITY: ____/____/____ MM DD YYYY DATE EMPLOYER NOTIFIED OF INCAPACITY: ____/____/____ MM DD YYYY	24. DATE CHECK MAILED: ____/____/____ MM DD YYYY	25. AVERAGE WEEKLY WAGE: $	26. CURRENT WEEKLY COMPENSATION RATE: ☐ TOTAL ☐ PARTIAL $ (IF VARYING RATES ARE BEING PAID, ENTER THE WORD "VARYING")

27. IS THIS AN APPORTIONMENT CLAIM? ☐ YES ☐ NO IF YES, ANSWER THE FOLLOWING:

OTHER DATE(S) OF INJURY INVOLVED: _____

OTHER INSURER(S) INVOLVED: _____

EXPLAIN THE TERMS OF THE APPORTIONMENT: _____

28. COMMENTS:

ASSISTANCE IS AVAILABLE AT THE MAINE WORKERS' COMPENSATION BOARD'S REGIONAL OFFICES

AUGUSTA	BANGOR	CARIBOU	LEWISTON	PORTLAND
24 STONE ST, STE 102	106 HOGAN RD	ONE VAUGHN PL	36 MOLLISON WAY	62 ELM ST
AUGUSTA, ME	BANGOR, ME	43 HATCH DR, STE 110	LEWISTON, ME	PORTLAND, ME
04330-5220	04401-5638	CARIBOU, ME 04736	04240-7777	04101-3061
(207) 287-2308	(207) 941-4550	(207) 498-6428	(207) 753-7700	(207) 822-0840
1-800-400-6854	1-800-400-6856	1-800-400-6855	1-800-400-6857	1-800-400-6858

29. PREPARER NAME (TYPE OR PRINT): E-MAIL ADDRESS:	30. TELEPHONE NUMBER: ( ) TOLL-FREE NUMBER: ( )	31. DATE MAILED: ____/____/____ MM DD YYYY

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MEMORANDUM OF PAYMENT - WCB-3

DUE DATE- Within 14 days of notice/knowledge of incapacity or 6 days from Box 22 of MOP (broken period).

Box 20 – Reason for payment - Be careful about checking 20A! This creates a "compensation scheme" (payment with prejudice), meaning that unless the employee returns to work you cannot reduce or discontinue benefits without an order from the Board.

Box 21 – Type of payment

- If Box B (specific loss) is checked, enter the number of weeks payable.
- If Box C is checked, describe the type of payment, e.g. Permanent Impairment (pre 1993), Salary Continuation, decision, etc.

Box 22 – First day of compensability

- The date that the employee was incapacitated beyond the waiting period and/or was entitled to indemnity benefits (sometimes referred to as "day 8").
- Complete if current incapacity is subject to 7 day waiting period or employee is a firefighter. Need not be completed for subsequent periods of incapacity from the same injury.
- For salary continuation, complete as if the employee has lost the wage that is being continued during the time absent, or when the hours missed equals hours in a regular work week.
- For partial incapacity, waiting period may be determined by lost wages (AWW method) or lost benefits (WCR method). Other methods may be acceptable.

Box 23 –

Date of Incapacity – Initial date disability began as entered in Box 43a of the FROI.
Date Employer Notified of Incapacity - Date employer notified of the incapacity, not the injury. Can not pre-date date of incapacity above, and should match Box 43b of the FROI.

Box 24 – Date check mailed - Date check is mailed, not processed. For salary continuation, date payroll check is mailed/delivered/direct-deposited.

General

- Must be closed with a discontinuance via a WCB-4, a WCB-4a, or a WCB-8.
- If a provisional MOP was filed initially and the actual rate is greater than the provisional rate, an amended MOP (WCB-3) must be filed to establish the correct average weekly wage and weekly compensation rate (no MOD required).
- If a provisional MOP was filed initially and the actual rate is less than the provisional rate, a (21-Day) Certificate of Discontinuance or Reduction of Compensation (WCB-8) must be filed to establish the correct AWW and WCR, and the higher rate paid for the 21 days. **Effective 9/1/18 - AWW may be adjusted ONCE within 90 days from initial lost time payment to correct an error or miscalculation.**

DISCONTINUANCE OR MODIFICATION OF COMPENSATION PURSUANT TO 39-A M.R.S.A. §205(9)(A)

STATE OF MAINE
WORKERS' COMPENSATION BOARD
27 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0027

1. INSURER FILE NUMBER:	6. SOCIAL SECURITY NUMBER (last 4 digits): XXX-XX-		7. WCB FILE NUMBER:	
2. EMPLOYER NAME:	8. EMPLOYEE LAST NAME:		9. FIRST NAME:	10. M.I.:
3. EMPLOYER MAILING ADDRESS AND PHONE NUMBER:	11. ADDRESS-NUMBER AND STREET:			
4. INSURER NAME:	12. CITY:	13. STATE:	14. ZIP:	15. HOME PHONE:
5. INSURER MAILING ADDRESS:	16. DATE OF INJURY:	17. DESCRIPTION OF INJURY:		

PLEASE COMPLETE EITHER THE SECTION FOR DISCONTINUANCE OR MODIFICATION, BUT NOT BOTH.

DISCONTINUANCE

18. REASON FOR DISCONTINUANCE:

- ☐ RETURNED TO WORK FOR SAME EMPLOYER REGULAR/FULL DUTY MEDICAL RELEASE
- ☐ RETURNED TO WORK FOR SAME EMPLOYER EARNING AT/ABOVE AVERAGE WEEKLY WAGE
- ☐ BOARD DECISION
- ☐ OTHER (EXPLAIN) _____

19. PERIOD OF INCAPACITY: FROM (DATE): TO: (RETURN DATE):	20. WEEKLY COMPENSATION RATE:	21. AMOUNT PAID:	22. DATE FINAL PAYMENT MAILED:

23. COMMENTS:

MODIFICATION

24. REASON FOR MODIFICATION:

- ☐ RETURNED TO WORK FOR SAME EMPLOYER MODIFIED WORK/DUTY
- ☐ COST OF LIVING ADJUSTMENT (PRE 1993 CLAIMS ONLY)
- ☐ INCREASED/DECREASED EARNINGS WITH SAME EMPLOYER
- ☐ BOARD DECISION
- ☐ MAX RATE INCREASE
- ☐ OTHER (EXPLAIN) _____

25. OLD COMPENSATION RATE:	26. NEW COMPENSATION RATE:	27. EFFECTIVE DATE OF MODIFICATION:

28. COMMENTS:

ASSISTANCE IS AVAILABLE AT THE MAINE WORKERS' COMPENSATION BOARD'S REGIONAL OFFICES

AUGUSTA	BANGOR	CARIBOU	LEWISTON	PORTLAND
24 STONE ST, STE 102	106 HOGAN RD	ONE VAUGHN PL	36 MOLLISON WAY	62 ELM ST
AUGUSTA, ME	BANGOR, ME	43 HATCH DR, STE 110	LEWISTON, ME	PORTLAND, ME
04330-5220	04401-5638	CARIBOU, ME 04736	04240-7777	04101-3061
(207) 287-2308	(207) 941-4550	(207) 498-6428	(207) 753-7700	(207) 822-0840
1-800-400-6854	1-800-400-6856	1-800-400-6855	1-800-400-6857	1-800-400-6858

29. PREPARER NAME (TYPE OR PRINT): E-MAIL ADDRESS:	30. TELEPHONE NUMBER: ( ) TOLL-FREE NUMBER: ( )	31. DATE MAILED: ___/___/___ MM DD YYYY

The State of Maine provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request. For assistance with this form, contact the ADA Coordinator at the Maine Workers' Compensation Board. Telephone: 1-888-801-9087 or TTY Maine Relay 711.
WCB-4 (eff. 1/1/13)

DISCONTINUANCE OR MODIFICATION - WCB-4

DUE DATE – Within 14 days after benefits are discontinued or modified under §205(9)(A) (return to work or an increase in pay with the employer of injury) or §205(9)(B)(2) (order or award of compensation).

Box 19 – Period of incapacity

- "From" date should be same as Box 23a of the MOP.
- "To" date should be the first day after the paid through date.
- Only one period of incapacity should be entered per form.

Box 20 – WCR - If more than one rate was used, enter last rate used.

Box 21 - Amount paid – Total amount paid for this period of incapacity. Do not reduce by any recoveries, and do not include any interest or penalties.

Box 22 - Date final payment mailed – Date last benefit payment was mailed, not processed.

Box 25 – Old compensation rate - Rate prior to modification. This should match the new rate on the previously filed modification. If varying, enter "varying."

Box 26 – New compensation rate - Rate following modification. If varying, enter "varying."

Box 27 – Effective date - Date modification became effective, not the date the check was issued.

General

- Can not be used for return to work with a different employer, or if employee refuses to return to work, even with a full-duty release. There must be an actual return to work with the employer of injury to discontinue with a WCB-4. **Note change to Rule 8.11.2.C regarding what is considered a return to work effective 9/1/18.**
- A modification must be filed when the benefit is modified due to a max rate increase.
- Please use one section only (discontinuance or modification) per form.
- When revising a previously filed form, write "REVISED" across the top of the form, put a line through the original "Date Sent to WCB" date and note the revision date.

CONSENT BETWEEN EMPLOYER AND EMPLOYEE

STATE OF MAINE
WORKERS' COMPENSATION BOARD
STATION 27, AUGUSTA, MAINE 04333-0027

1. INSURER FILE NUMBER:	6. SOCIAL SECURITY NUMBER XXX-XX-		7. WCB FILE NUMBER:	
2. EMPLOYER NAME:	8. EMPLOYEE LAST NAME:		9. FIRST NAME:	10. M.I.:
3. EMPLOYER MAILING ADDRESS AND PHONE NUMBER:	11. ADDRESS-NUMBER AND STREET:			
4. INSURER NAME:	12. CITY:	13. STATE:	14. ZIP:	15. HOME PHONE:
5. INSURER MAILING ADDRESS:	16. DATE OF INJURY:	17. DESCRIPTION OF INJURY:		

18. TERMS OF CONSENT:			
18A. DATE OF INCAPACITY:	18B. AVERAGE WEEKLY WAGE:	18C. CURRENT WEEKLY COMPENSATION RATE: ☐ TOTAL ☐ PARTIAL	18D. DOES EMPLOYEE WORK FOR ANOTHER EMPLOYER? IF YES, GIVE NAME(S): ☐ YES ☐ NO
18E. NEW COMPENSATION RATE:	18F. EFFECTIVE DATE OF REDUCTION:	18G. EFFECTIVE DATE OF DISCONTINUANCE:	18H. AMOUNT PAID:

NOTICE TO EMPLOYEE (Please read and initial)

19.
BEFORE YOU SIGN THIS FORM, YOU SHALL CALL THE WORKERS' COMPENSATION BOARD'S OFFICES TO FIND OUT WHAT RIGHTS YOU HAVE IF YOU SIGN THIS FORM. A LIST OF THE BOARD'S REGIONAL OFFICES IS SHOWN AT THE BOTTOM OF THIS PAGE.

EMPLOYEE INITIALS: _____

NOTICE TO EMPLOYER

THIS FORM SHALL NOT BE USED FOR CASES WHEN AN ORDER, AWARD OF COMPENSATION OR A COMPENSATION SCHEME WAS ENTERED UNDER SECTION 205 (9)(B)(2).

CONSENT

20.
WE AGREE TO THE TERMS LISTED IN BOX 18 ABOVE. WE UNDERSTAND THAT THIS IS NOT A FINAL SETTLEMENT. SIGNING THIS CONSENT FORM CREATES A PAYMENT WITHOUT PREJUDICE, DOES NOT CREATE A PAYMENT SCHEME, AND DOES NOT PREVENT EITHER PARTY FROM REOPENING THE CLAIM WITHIN CERTAIN TIME LIMITS. THIS FORM MUST BE SIGNED BY THE EMPLOYEE, EMPLOYEE'S ATTORNEY OR WORKER ADVOCATE IF ANY, AND THE EMPLOYER/INSURER OR BY A DULY AUTHORIZED REPRESENTATIVE.

_____ _____
EMPLOYEE SIGNATURE DATE

_____ _____
EMPLOYEE 'S AUTHORIZED REPRESENTATIVE SIGNATURE (IF APPLICABLE) DATE

_____ _____
EMPLOYER/INSURER OR AUTHORIZED REPRESENTATIVE SIGNATURE DATE

ASSISTANCE IS AVAILABLE AT THE MAINE WORKERS' COMPENSATION BOARD'S REGIONAL OFFICES

AUGUSTA	BANGOR	CARIBOU	LEWISTON	PORTLAND
24 STONE ST, STE 102	106 HOGAN RD	ONE VAUGHN PL	36 MOLLISON WAY	62 ELM ST
AUGUSTA, ME	BANGOR, ME	43 HATCH DR, STE 110	LEWISTON, ME	PORTLAND, ME
04330-5220	04401-5638	CARIBOU, ME 04736	04240-7777	04101-3061
(207) 287-2308	(207) 941-4550	(207) 498-6428	(207) 753-7700	(207) 822-0840
1-800-400-6854	1-800-400-6856	1-800-400-6855	1-800-400-6857	1-800-400-6858

21. PREPARER NAME AND TITLE (TYPE OR PRINT):	22. TELEPHONE NUMBER:	23. DATE MAILED:

The State of Maine provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request. For assistance with this form, contact the ADA Coordinator at the Maine Workers' Compensation Board. Telephone: 1-888-801-9087 or TTY Maine Relay 711.

CONSENT BETWEEN EMPLOYER AND EMPLOYEE – WCB-4A

DUE DATE – No specific due date for the form itself, but payment is due within 10 calendar days after being signed by all parties.

General

- May be used when the parties have agreed to a voluntary payment of a retroactive closed-end period of incapacity, or a modification, reduction or discontinuance in ongoing weekly incapacity benefits.
- Shall not be used to reduce or discontinue benefits on a date subsequent to the date signed.
- Best practice - don't sign until employee signs and returns.
- Compensation payments are due within 10 calendar days after all parties have signed.
- The parties may agree to the pre-injury average weekly wage or may agree to pay benefits based upon a provisional wage and reserve the issue of the pre-injury average weekly wage for later determination by the Board. In either event, the form shall also indicate whether the employee is receiving 100% of the benefits at issue for the designated period. If the employee is receiving less than 100% of the benefits at issue for the designated period, the form shall indicate the percentage of benefits that the employee is receiving.
  - All wage forms are still required to be filed.
- Upon request by any of the parties, the Consent Between Employer and Employee, WCB-4A, shall be reviewed within 14 calendar days by an agent at the Board's regional offices in order to answer any relevant questions prior to the employer and employee signing this form.
- Shall not be used when an order or award is entered under 205(9)(B)(2).
- Signing the WCB-4A does not by itself create a compensation scheme.
- **Per rule change effective 9/1/18, can be used to supersede a WCB-8 (21-day) notice.**

CERTIFICATE OF DISCONTINUANCE OR REDUCTION OF COMPENSATION PURSUANT TO 39-A M.R.S.A. §205(9)(B)(1)

STATE OF MAINE
WORKERS' COMPENSATION BOARD
27 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0027

1. INSURER FILE NUMBER:	6. SOCIAL SECURITY NUMBER (last 4 digits): XXX-XX-		7. WCB FILE NUMBER:	
2. EMPLOYER NAME:	8. EMPLOYEE LAST NAME:		9. FIRST NAME:	10. M.I.:
3. EMPLOYER MAILING ADDRESS AND PHONE NUMBER:	11. ADDRESS-NUMBER AND STREET:			
4. INSURER NAME:	12. CITY:	13. STATE:	14. ZIP:	15. HOME PHONE:
5. INSURER MAILING ADDRESS:	16. DATE OF INJURY:	17. DESCRIPTION OF INJURY:		

NOTICE TO EMPLOYEE

YOUR WEEKLY COMPENSATION BENEFITS WILL BE DISCONTINUED OR REDUCED 21 DAYS FROM THE DATE THIS CERTIFICATE WAS MAILED BASED ON THE ATTACHED INFORMATION. IF YOU DISAGREE WITH THIS ACTION, YOU MAY FILE A PETITION FOR REVIEW AND REQUEST REINSTATEMENT OF YOUR BENEFITS PENDING HEARING, UNDER 39-A M.R.S.A. §205(9)(C). YOUR PETITION AND REQUEST (ON FORM WCB-121) MUST BE MAILED TO THE WORKERS' COMPENSATION BOARD ADDRESS ABOVE.

18. REASON FOR DISCONTINUANCE OR REDUCTION (MUST ATTACH SUPPORTING DOCUMENTATION):

DISCONTINUANCE

19. PERIOD OF INCAPACITY: FROM (DATE): TO (EFFECTIVE DATE OF DISCONTINUANCE):	20. WEEKLY COMPENSATION RATE:	21. COMPENSATION PAID TO DATE OF CERTIFICATE:	22. COMPENSATION TO BE PAID FOR 21 DAY PERIOD:

REDUCTION

23. OLD COMPENSATION RATE:	24. NEW COMPENSATION RATE:	25. EFFECTIVE DATE OF REDUCTION:

ASSISTANCE IS AVAILABLE AT THE MAINE WORKERS' COMPENSATION BOARD'S REGIONAL OFFICES

AUGUSTA	BANGOR	CARIBOU	LEWISTON	PORTLAND
24 STONE ST, STE 102	106 HOGAN RD	ONE VAUGHN PL	36 MOLLISON WAY	1037 FOREST AVE, STE 11
AUGUSTA, ME	BANGOR, ME	43 HATCH DR, STE 110	LEWISTON, ME	PORTLAND, ME
04330-5220	04401-5638	CARIBOU, ME 04736	04240-7777	04103-3382
(207) 287-2308	(207) 941-4550	(207) 498-6428	(207) 753-7700	(207) 822-0840
1-800-400-6854	1-800-400-6856	1-800-400-6855	1-800-400-6857	1-800-400-6858

26. PREPARER NAME (TYPE OR PRINT): E-MAIL ADDRESS:	27. TELEPHONE NUMBER: ( ) TOLL-FREE NUMBER: ( )	28. DATE MAILED (MUST MATCH POSTMARK): ___/___/___ MM DD YYYY

The State of Maine provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request. For assistance with this form, contact the ADA Coordinator at the Maine Workers' Compensation Board. Telephone: 1-888-801-9087 or TTY Maine Relay 711.

WCB-8 (eff. 1/1/13)

(21 DAY) CERTIFICATE OF DISCONTINUANCE OR REDUCTION OF COMPENSATION – WCB-8

Use if benefits are discontinued or reduced for any reason other than those which allow the filing of a WCB-4 unless indemnity is being paid pursuant to an order or award, or compensation scheme.

DUE DATE – File by certified mail no later than 21 days prior to the effective date of the discontinuance or modification.

Box 18 - Reason for discontinuance – Enter reason and attach supporting documentation.

Box 19 – Period of incapacity

- "From" date should be same as Box 23 of the MOP.
- "To" date should be date payment for the incapacity will end (no earlier than 21 days from Box 28).
- Only one period of incapacity should be entered per form.

Box 20 – WCR – If more than one rate was used, enter last rate used.

Box 21 - Compensation paid – Total amount paid or due to the date the form is mailed for the current period of incapacity. This should be a dollar amount. Do not reduce by any recoveries. For salary continuation, do not include amounts paid by the employer.

Box 22 - Compensation paid for the 21 day period – Total amount anticipated to be paid for the 21 day notice period. This should be a dollar amount. Note Boxes 21 and 22 should equal the total weekly compensation paid for the period listed in Box 19.

Box 23 – Old compensation rate - Rate prior to modification. If varying, enter "varying."

Box 24 – New compensation rate - Rate following modification. If varying, enter "varying."

Box 25 – Effective date of reduction - Date payment for incapacity will be reduced (no earlier than 21 days from Box 28).

General

- Send certified mail to WCB and employee on date of mailing shown in Box 28.
- Be sure to get postmarked receipts from the post office upon mailing.
- Do not count the day form is mailed in calculating the 21 days. For example, if mailed May 5 (Box 28), add 21 days and use effective date of May 26 in Box 19 or 25.
- A cover letter should accompany the WCB-8 which includes the certified number.
- Use form 231-A to take an offset for earnings with a different employer.

NOTICE OF CONTROVERSY

THIS IS A DENIAL OF YOUR BENEFITS

1. WCB FILE # (if known):

EMPLOYEE

2. EMPLOYEE LAST NAME:	3. FIRST NAME:	4. MI:	5. EMPLOYEE ID: TYPE: #:	
6. STREET/P.O. BOX MAILING ADDRESS:	7. CITY:	8. STATE:	9. ZIP:	10. HOME PHONE #: ( )
11. DATE OF INJURY: ____/____/____	12. SPECIFIC INJURY OR ILLNESS:		13. BODY PART(S) AFFECTED:	

EMPLOYER

14. INSURER/CLAIM ADMIN FILE #:	15. EMPLOYER NAME:	16. EMPLOYER MAILING ADDRESS AND PHONE #:
17. INSURER/CLAIM ADMIN NAME AND ADDRESS:		18. INSURER/CLAIM ADMIN FEIN:

19. **NOTICE TO EMPLOYEE**

YOUR EMPLOYER/INSURER IS DENYING YOUR WORKERS' COMPENSATION CLAIM OR PART OF IT. THE REASON FOR THE DENIAL IS CHECKED BELOW. IF YOU DISAGREE WITH THIS DENIAL, CONTACT A CLAIMS RESOLUTION SPECIALIST AT THE NEAREST REGIONAL OFFICE LISTED BELOW.

19a. **FULL DENIAL REASON**

19b. **PARTIAL DENIAL REASON**

20a. DATE OF INITIAL INCAPACITY ____/____/____

CURRENT DTE OF INCAPACITY ____/____/____

20b. DATE EMPLOYER NOTIFIED ____/____/____

FULL DENIAL EFFECTIVE DATE ____/____/____

*NOTE: Reasons identified in boxes 19a or 19b will not preclude a party from raising additional issues at a later date.

21. COMMENTS:

22. If the employer fails to comply with the provisions of Rule 1.1, the employee must be paid total benefits, with credit for earnings and other statutory offsets, from the date the claim is made in accordance with 39-A M.R.S. § 205(2) and in compliance with 39-A M.R.S. § 204. The employer may discontinue benefits under this subsection when both of the following requirements are met: A. The employer files a Notice of Controversy; and B. The employer pays benefits from the date the claim is made. Payment under Rule 1.1 requires filing of a Memorandum of Payment.

ASSISTANCE IS AVAILABLE AT THE MAINE WORKERS' COMPENSATION BOARD'S REGIONAL OFFICES

AUGUSTA	BANGOR	CARIBOU	LEWISTON	PORTLAND
24 STONE ST, STE 102	106 HOGAN RD	ONE VAUGHN PL	36 MOLLISON WAY	62 ELM ST
AUGUSTA, ME	BANGOR, ME	43 HATCH DR, STE 110	LEWISTON, ME	PORTLAND, ME
04330-5220	04401-5638	CARIBOU, ME 04736	04240-7777	04101-3061
(207) 287-2308	(207) 941-4550	(207) 498-6428	(207) 753-7700	(207) 822-0840
1-800-400-6854	1-800-400-6856	1-800-400-6855	1-800-400-6857	1-800-400-6858

23. NAME (TYPE OR PRINT):	24. TELEPHONE #:	25. DATE SENT TO WCB:
E-MAIL ADDRESS:	( )	26. DATE RCVD AT THE WCB (WCB use only): ____/____/____

The State of Maine provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request. For assistance with this form, contact the ADA Coordinator at the Maine Workers' Compensation Board. Telephone: 1-888-801-9087 or TTY Maine Relay 711.

WCB-9 (eff. 1/1/13)

NOTICE OF CONTROVERSY - WCB-9

DUE DATE – File electronically within 14 days of notice/knowledge of a claim for incapacity or death benefits. For denial of medical benefits only, file within 30 days of notice/knowledge of claim for medical benefits.

Box 19A – Full denial reason - Code 1 through 5 (see Forms Manual). Also enter denial effective date.

Box 19b - Partial denial reason – Code A through G (see Forms Manual).

Box 20a

- Date of initial incapacity – first day qualifying as a day of disability.
- Current date of incapacity – first qualifying day of disability in the current period of disability being denied. If the same as above, leave blank.

Box 21 – Comments - Use for additional information, explanations, or clarifications. If disability has been intermittent or sporadic, it should be noted here.

General

- If a NOC is filed for a claim for which a FROI was never filed (medical only for example), the FROI must be filed.
- A WCB-2 and WCB-2B must be filed within 30 days of employer notice or knowledge (Box 20b).
- If a NOC is filed on a medical only claim and it later becomes a lost time claim, a new NOC must be filed to dispute indemnity.
- If a lost time NOC is filed, it can NOT be revised to medical only, even if there is no lost time. The WCB-2 and WCB-2B must be filed.
- If filed late, benefits must be paid from the date the claim was made through the date the NOC is filed (and accepted), ***and*** payment made. A mandatory MOP must be filed.
- The copy to the employee must be materially the same as the one filed EDI with the Board (.pdf file now being sent with the AKC report).

STATEMENT OF COMPENSATION PAID

STATE OF MAINE
WORKERS' COMPENSATION BOARD
27 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0027

1. INSURER FILE NUMBER:	6. SOCIAL SECURITY NUMBER (last 4 digits): XXX-XX-		7. WCB FILE NUMBER:	
2. EMPLOYER NAME:	8. EMPLOYEE LAST NAME:		9. FIRST NAME:	10. M.I.:
3. EMPLOYER MAILING ADDRESS AND PHONE NUMBER:	11. ADDRESS-NUMBER AND STREET:			
4. INSURER NAME:	12. CITY:	13. STATE:	14. ZIP:	15. HOME PHONE:
5. INSURER MAILING ADDRESS:	16. DATE OF INJURY:	17. DESCRIPTION OF INJURY:		

18. REASON FOR REPORT:

☐ INTERIM REPORT (ONGOING PAYMENTS OF ANY KIND) ☐ FINAL REPORT (NO FURTHER PAYMENTS ANTICIPATED)

PAYMENT SUMMARY

19. LIST CUMULATIVE TOTALS (DO NOT INCLUDE ANY PENALTY AMOUNTS):

MEDICAL TREATMENT	$	DEATH BENEFIT/FUNERAL EXPENSE (NOT TO EXCEED $7,000.00)	$
WEEKLY COMPENSATION	$	LEGAL EXPENSE (EMPLOYEE RELATED)	$
PERMANENT IMPAIRMENT (PRE 1993 ONLY)	$	LEGAL EXPENSE (EMPLOYER RELATED)	$
EMPLOYMENT REHABILITATION	$	INTEREST AND OTHER PAYMENTS	$
LUMP SUM SETTLEMENT	$		
		TOTAL AMOUNT PAID (DO NOT REDUCE THESE TOTALS BY THE AMOUNT OF ANY RECOVERIES, INCLUDING DEDUCTIBLES)	$

ASSISTANCE IS AVAILABLE AT THE MAINE WORKERS' COMPENSATION BOARD'S REGIONAL OFFICES

AUGUSTA	BANGOR	CARIBOU	LEWISTON	PORTLAND
24 STONE ST, STE 102	106 HOGAN RD	ONE VAUGHN PL	36 MOLLISON WAY	62 ELM ST
AUGUSTA, ME	BANGOR, ME	43 HATCH DR, STE 110	LEWISTON, ME	PORTLAND, ME
04330-5220	04401-5638	CARIBOU, ME 04736	04240-7777	04101-3061
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1-800-400-6854	1-800-400-6856	1-800-400-6855	1-800-400-6857	1-800-400-6858

20. PREPARER NAME (TYPE OR PRINT):	21. TELEPHONE NUMBER:	22. DATE MAILED:
	( )	
E-MAIL ADDRESS:	TOLL-FREE NUMBER:	____/____/____
	( )	MM DD YYYY

The State of Maine provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request. For assistance with this form, contact the ADA Coordinator at the Maine Workers' Compensation Board. Telephone: 1-888-801-9087 or TTY Maine Relay 711.

WCB-11 (eff. 1/1/13)

STATEMENT OF COMPENSATION PAID - WCB-11

DUE DATE – Initial report due within 195 days of date of injury. Annual – within 15 days of each anniversary date of the injury if payments of any type made since the previous SOC. Final – when no further payments are anticipated.

- Not required if no indemnity benefits were ever paid.
- Not required if all indemnity paid was salary continuation.

Box 18 – Reason for report - Indicate interim (ongoing payments of any kind) or final (no further payments anticipated).

Box 19 – Cumulative totals

- Do not include any penalty amounts, nor reduce any totals by the amount of any recoveries.
- For salary continuation, do not include amounts paid by the employer.
- Medical – include only those items listed in the Forms Manual. Do not include case management fees.
- Weekly Compensation – Sum of all indemnity benefits, specific loss benefits, and mandatory indemnity payments. On the "final" report, this must match the total of the "amount paid" (Box 21) on all WCB-4 forms, "amount paid" (Box 18h) on all WCB-4A forms, and "amount paid" (Box 20c) on all mandatory MOP forms, and/or the sum of Box 21 and Box 22 on the WCB-8.
- Permanent Impairment – For injuries prior to 1993 only.
- Employment Rehabilitation – Employment rehabilitation expenses paid.
- Lump Sum Settlement – Include LSS and the amount of any Medicare Set-Aside.
- Death benefit/Funeral Expense – Cannot exceed $7,000.00.
- Legal Expense – sum of all legal expenses paid for the claim – separated into employee related and employer related expenses.
- Interest and Other Payments – Payments not otherwise reported for this claim, such as surveillance, mileage, etc.

Additional resources from the Maine Workers' Compensation Board

Open Training – Open training is a two day course offered in Augusta four times a year. It addresses both basic and advanced topics, making it a great fit not only for those new to Maine Workers' Compensation, but also as a great refresher for the more experienced. Open training dates for 2018 are October 25-26. 2019 sessions will be held Juanuary 24-25, April 18-19, June 20-21, and October 24-25. Topics covered generally include form filing, claim administration compliance, average weekly wage calculation, benefit calculation, waiting period determination, transitioning between total and partial benefits, the audit process, and "sticky issues" discussions. Presentations are supplemented with hands-on examples, useful reference materials, and discussions with Board staff. *Note: space is limited and training sessions often fill fast!* To reserve a spot at open training, MFS training (see below), or Employer Training (see below), contact Kimberly Belka at 207-287-7067, or Kimberly.Belka@Maine.gov.

On-Site Training - It may make more sense to have us come to you, particularly if you have a number of employees needing training, and sending them all to open training is difficult. The Board has a one day on-site program that takes the "meat" from the two day open training, as well as an analysis of your most recent compliance information and most recent audit report to help determine the most beneficial training. The on-site session normally runs from 9:00 am to 3:00 pm. Contact Gordon Davis for more info.

Medical Fee Schedule Training – MFS training is offered peridically in Augusta. Dates and times will be announced in our newsletters. Contact Kimberly Belka if you are interested.

Employer Training - The Board has partnered with the Maine Dept. of Labor to offer a half day course specifically geared to the employer, helping employers understand the Maine WC system, reporting requirements, and why their cooperation with the claim administrator is so important. Those classes are scheduled for September 28, 2018 and march 29, 2019 at the Dept. of Labor in Augusta.

Newsletters – the Board publishes a "MAE News" newsletter addressing various topics such as new WC legislation, rule changes, court cases, vocational rehab, medical fee schedules, and more. It also publishes a "Training Perspectives" training newsletter which deals specifically with compliance training issues and actual questions from claim administratots and adjusters. To subscribe via email, contact Kimberly Belka at Kimberly.Belka@maine.gov. Current and past newsletters are available on the MWCB web site.

MWCB Web Site – www.Maine.gov/wcb/

You will find many valuable resources on our web site, including all Board forms in fillable PDF format, EDI information, laws, rules and regulations, newsletters, compliance reports, training modules, benefit tables, fee schedules, and regional office locations.

For more information on our training and outreach programs contact Gordon Davis, 207-287-6327, or Gordon.Davis@Maine.gov

Maine
Workers'
Compensation
Board