

## WORKERS' COMPENSATION

# CLAIM REPORTING

*Click or Call... It's Your Choice*

### To Report a Workplace Injury to MEMIC:

#### Click



**Click:** Point your internet browser to [www.memic.com](http://www.memic.com) and click "Report an Injury". Complete the form by filling in the fields. (You may need to scroll to the right to see the entire form.) Click "submit" when you have finished. A screen will appear to confirm that your report has been submitted to MEMIC. You will be given a tracking number. Record this number for future reference.

#### or Call



**Call:** You can also report your workers' compensation claims by dialing 1-800-MEMICWC. There is no need for you to complete a First Report of Injury form: We'll do it for you. When you call, you will be given a claim number and MEMIC will begin handling the claim. It's that simple!

**Gather the facts.** The objective is to report the claim as quickly and completely as possible. Gather as much information as you can before beginning the on-line claim process (or before reporting your claim by telephone). While there is a detailed form to fill out, there are only six fields required for submitting a valid claim. These fields include:

- Your MEMIC Policy Number
- Your Name
- Your Phone Number
- Injured Employee Name
- Date of Injury
- Date Employer was Notified

All claims should be reported to MEMIC within 24 hours of your notice or knowledge of the injury. *Do not delay reporting a claim if you are missing a piece of information.*

**We'll take care of the rest!** MEMIC will mail a copy of the First Report of Injury to both the employer and the employee. MEMIC will also report the claim to the state administrative office if necessary.

**Keep us informed.** With any injury claim, please let us know of any status changes or additional information which will assist us in the proper and efficient handling of your claim.

### Here are some important tips for you to consider during the first 10 days after an injury:

**1. Send the injured person to an appropriate healthcare provider as soon as possible.** MEMIC recommends that each employer identify a gatekeeper medical provider in their community and that all injured workers be sent to this provider for treatment of work related injuries. Call the provider to alert them of the arrival of your injured employee and provide a brief description of the employee's job.

**2. Accompany the injured person to the healthcare facility.** You or a supervisor must get involved from the moment an injury is reported. Tell the employee and the provider of your desire to be involved in the recovery and his or her return to work.

**3. Get all the facts.** Every workplace injury is serious. Document how and why the injury occurred by talking with the injured person and all who witnessed the accident. Immediately institute appropriate safety precautions.

**4. Stay involved.** Talk with the injured person about their condition, their functional capacity and your desire to have them back at work. Open communications help all involved.

**5. Contact MEMIC.** If you do not report by telephone, please complete and mail a First Report of Injury within 24 hours to: Claim Department, P.O. Box 3606, Portland, Maine 04104.

**6. Follow procedures.** Submit a "Wage Statement" as soon as possible if the injured employee is going to be out of work for at least three days.

**7. Identify return-to-work options.** Work with your employee and the healthcare provider to find light or alternative duties that will help to get the person back on the job as soon as appropriate. Prepare a written plan for the return-to-work and share it with the employee, healthcare provider and supervisor.

Note: All states have different claim filing requirements. MEMIC recommends that you report claims as soon as possible after receiving notice in order to avoid being penalized for late reporting.

# MEMIC

Indemnity Company

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