

Basic Workers Comp Guidelines

If you hurt yourself 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 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 if they are not available please call the contacts below.

2. Employee or Supervisor should contact either of the following as soon as possible:

For Dept. Marine Resources, Agriculture and Inland Fisheries call or email [Thomas Cotnoir](#) at 287-5046 or for Dept. Environmental Protection, Conservation and NRSC employees call or email [Carmen Welch](#) at 287-4997. If your specific contact is not available the other can still help you.

3. If medical attention is necessary (but not in an emergency situation) please **DO NOT** go to your primary care physician. Please call us and we will set up an appointment with one of our 10 day providers. If you choose not to go to our 10 day provider but go to your own doctor, workers comp may not cover your visit or injury. 10 day providers are doctors that specialize in work related injuries and when you see one of them they will not charge a copay and will not bill you for anything. If you do go to your own doctor, please call us as soon as possible so we can set you up for another appointment with our 10 day provider if needed. (If you do go to your own doctor please make sure you tell them that your injury is work related and to bill us here at the Service Center - **DO NOT USE YOUR ANTHEM CARD**).

4. Please fill out **ALL** of the paperwork forms. The following forms are what we need ASAP after the injury - if the employee can't send it the supervisor should do that for them. Here are the forms needed:

- a. Employees Report of Injury
- b. Supervisors Report of Injury
- c. Medical Release Form
- d. Vendor update form
- e. Schedule of Dependents form

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)

5. If you lose any time due to the injury we must be notified of this lost time and it must be shown on your TAMS as Sick Workers Comp or Vacation Workers Comp. If you do not use TAMS than we will need to be notified as soon as possible of the dates missed. **NOTE: Time used for going to the Doctors (for the injury) and follow up appointments please code as Workers Comp Admin Leave on your TAMS**

- The only major change to this is that we do not want you going to your doctor for any non-emergency work related injury without consulting us first. (Anthem and Workers Comp end up getting bills crossed and confused as to who should be paying.)

- All office personnel should make sure that they have a few printed packets of ALL the current forms handy.

Thank you all for your attention to this.

Natural Resources Service Center Staff