

TOWN OF CHELMSFORD
TO REPORT A WORK RELATED INJURY

AT THE TIME OF INJURY

July 9, 2019

Complete the Supervisor's Report of Accident - Intake Form (attached). Fax the completed form to Human Resources at Town Offices, 978-405-5252 as soon as possible, not longer than 48 hours from the time of injury.

HEALTH CARE PROVIDER

Emergency cases are directed to the nearest Hospital or Emergency Medical Facility by the most expedient means. Call 911 when necessary.

AFC Urgent Care - American Family Care
45 Drum Hill Road
Chelmsford, MA 01824

Hours: Monday - Friday 8:00 AM - 8:00 PM
Saturday-Sunday 8:00 AM - 5:00 PM

Phone: 978.446.7515

No Appointment Necessary.

Urgent Care Center - Circle Health
198 Littleton Road, Cornerstone Square
Westford, MA 01886

Hours: Monday - Sunday 8:00 AM - 8:00 PM

Phone: 978.323.0302

No Appointment Necessary.

Urgent Care, Non-Emergency Cases:

Occupational Medicine Clinic - Lowell General Hospital
10 Research Place, Suite 200

N. Chelmsford, MA 01863 T: 978.458.6868 F: 978.458.3735

Hours: Monday - Thursday 7:30 AM - 5:00 PM, Friday 7:30 AM - 3:30 PM

Appointment or telephone call encouraged prior to initial visits for injuries.

Or the employee's Primary Care Physician

If the employee is unable to drive him/her self to the emergency room because of the serious nature of the injury, call 911. The Town does not recommend having a co-worker drive the employee to the emergency room.

Notify Jeanne Parziale, Human Resources Director, Town Offices, 978-250-5288 of all employee injuries. **Forward all injury reports to Jeanne within 48 hours of the injury.**

KEEP US INFORMED

Please notify Jeanne immediately when an employee misses work, returns to work, or if an employee begins to miss additional time from work due to a previous work related injury.

COMPENSATION PROCESS

The first five (5) days out due to a work related injury are not paid under Workers' Compensation. Include Saturday and Sunday when counting days out from work to determine total days of disability. According to the Workers' Compensation Act, an employee must be out of work more than 21 calendar days if they are to receive compensation for the first 5 days of disability.

Employees may use paid time off, sick, or frozen sick time for these five (5) days and they can continue to use a portion of this leave time to make up the difference between the Workers' Compensation payments and their regular weekly pay. To buy back paid time off or sick time, the employee must sign over the Workers' Compensation check to the Town.

Workers' Compensation benefits are made out to the employee through MIIA Member Services/AON Risk Services and mailed to Human Resources. These payments are tax free based on 60% of the employees' average weekly wages (past 52 weeks). Employees should allow at least two weeks for the processing of the initial Workers' Compensation payment. Checks will be picked-up from Human Resources at Town Offices, 50 Billerica Road, Chelmsford, MA 01824.

WORKERS' COMP INSURANCE CARRIER

If employees have any questions concerning their claim, please refer them to Massachusetts Inter-Local Insurance Association (MIIA) Member Services at 53 State Street, Boston, MA 02110 or (617) 457-7663.

Enclosure

Microsoft Word/Personnel/Workers' Comp Injury