

Procedure for injured employees

Seek Medical Attention

- Life or Limb Threatening Emergencies call 911
- First Aid

Medical Attention

- If medical attention, beyond first aid, is required get authorization from Human Resources or Management
- Go to Concentra

Notify your Supervisor

- If they are not available, notify other management right away

Complete a First Report of Injury (FROI)

- FROI are available from your Supervisor or the Town's website on the human resources page under documents and forms.
- Submit to Supervisor/Human Resources within 24 hours of injury

Medical Treatment

- Continue to receive medical treatment
- Attend all follow-up appointments as scheduled
- Submit all documentation from provider to human resources

Return to Work

- Upon doctor's release from injury
- Return to regular duty



Contact Information

Human Resources

P: 725-6653
F: 725-6663

MMA Claims Department

1-800-590-5583
After Hours
Weekend
Emergency
207-624-0182
Or
207-624-0183

Concentra
11 Medical Center Dr.
Brunswick, ME
P: 207-725-2697
F: 729-4719

Procedure for Supervisors

Emergency Medical Attention

- Assist with seeking of medical attention
- Transport injured employees to a medical facility if required

Medical Attention

- If ongoing medical attention, beyond first aid, is required get authorization from Human Resources or Management
- Send injured employee to Concentra

First Report of Injury (FROI)

- Give employee copy of FROI to complete
- Follow-up to make sure FROI are completed within 24 hours of injury

Submit First Report of Injury (FROI)

- Collect FROI from injured employee and submit to Human Resources
- The Town is mandated to file all FROI within 7-days of injury

Medical Treatment

- Collect, copy, and submit all documentation from provider on injured employee's status to human resources
- Depending on level of injury, work with Management & Human Resources on Light Duty assignments for injured employee

Return to Work

- Upon doctor's release from injury
- Return to regular duty