

WORKERS' COMP AT-A-GLANCE

YOUR GUIDE TO WORKING WITH MEMIC

CLAIM REPORTING

CHOOSE 1 OF 3 WAYS TO REPORT AN INJURY

We recommend reporting online or by phone.

ONLINE

Go to **MEMIC.COM** and select **REPORT AN INJURY** from the **EMPLOYERS** menu

BY PHONE

1-800-MEMICWC or **1-800-636-4292**
Fax: **207-791-3334** Email: **claims@memic.com**

BY MAIL

MEMIC Claim Department
P.O. Box 3606, Portland, Maine 04104
Contact your state's workers' compensation agency for form.

WHEN TO REPORT

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

WHAT YOU NEED TO REPORT

Gather as much information as you can about the accident and injury. You'll also need: your MEMIC policy number, injured employee's name, date of injury and the date you were notified.

FIND A MEDICAL PROVIDER

Some states allow you to choose the doctor who initially treats your injured worker. If this is the case for your state, choosing a medical provider and building a relationship with them before an injury happens should be your first order of business. This often helps your medical provider understand the nature of your work and, in turn, speeds recovery.

MEMIC has a network of medical providers who are especially attuned to the needs of workplace injuries.

MEMIC'S ONLINE PROVIDER SEARCH

Search for medical providers closest to an address, by name, phone number, geographical region or through a quick search with pre-selected doctor type and distance. View results on Google Maps and easily print or text driving directions to your mobile phone.

 Go to **MEMIC.COM** > Click **EMPLOYERS** > Select **FIND A MEDICAL PROVIDER**

CONTACTING MEMIC

POLICY SUPPORT

For billing, premium audit, workplace safety or claims inquiries call us Monday through Friday between 8:00 a.m. and 4:30 p.m. EST.

 **1-800-660-1306**

ONLINE INQUIRY

Use the online inquiry form to quickly submit a general inquiry, ask about a claim, report fraud, get safety advice or send us feedback about our website.

 Go to **MEMIC.COM** > Select **CONTACT US**

SAFETY INQUIRIES

Email your safety question to our in-house safety experts.

 Email **LOSSCONTROLSERVICE@MEMIC.COM**

ON THE WEB

MEMIC.COM

Our website is full of information to help you build a better business and manage your claims. From the website, you can also take a video tour of our online reporting form and watch a video to learn the ins and outs of filing a claim and why choosing a medical provider should be at the top of your list.

 Go to **MEMIC.COM** > Select **EMPLOYERS**

MEMIC SAFETY DIRECTOR

Building a solid safety plan is not easy, but MEMIC's Online Safety Director can help. Start today and gain access to MEMIC's electronic resource library and/or complete an online safety assessment of your organization.

 Go to **MEMIC.COM** > Select **WORKPLACE SAFETY** > Select **SAFETY DIRECTOR LOGIN**

SAFETY NET BLOG

Subscribe to our regular blog about all topics related to workplace safety. Join in the conversation with MEMIC safety experts about current issues or ideas.

 Go to **MEMIC.COM** > Select **WORKPLACE SAFETY** > Select **SAFETY NET BLOG**

