



Haverhill

Human Resources Department, Room 306

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PROTOCOL FOR REPORTING WORKERS COMPENSATION ACCIDENTS/INCIDENTS FOR STAFF MEMBERS/EMPLOYEES/VOLUNTEERS ONLY (No Visitors/Constituents/Students)

All employee accidents/injuries must be reported to the Principal/Department Head/Supervisor immediately.

Inform your building staff members as to the individual responsible for the coordination of all Workers Compensation paperwork (usually a member of the clerical staff).

If the injury occurs after the listed hours, the employee should go to the nearest emergency room.

If the injured occurs during normal work hours and the injury is not urgent but necessitates medical attention, all employees should be referred to one of the following locations for treatment of injuries that occur between the hours of 8 am - 8pm, Monday - Friday:

- AFC Urgent Care – Methuen location (380R Merrimack Street, 978-975-0700)
- AFC Urgent Care – North Andover location (129 Turnpike Street, 978-470-0800)
- MedExpress Urgent Care – Methuen location (2 Broadway, 978-688-4180)
- Convenient MD - Plaistow location (49 Plaistow Rd., 603-371-3229)

You may also go to any location that accepts workers comp, please make sure they know it is a WC injury and have them call HR for billing information. If an injury is considered **severe AND requires immediate attention**, an ambulance may be called, or the employee can go to the nearest Emergency Room for medical attention. Follow up with one of the Urgent Care locations (see above) must take place.

If the treatment/diagnosis requires the individual to be out of work, it will be indicated on the paperwork from the Urgent Care Center.

If the employee is going to be out **for less than 5 work** days or has been returned to modified/light duty status, a *Form 118* (attachment #3) and a Medical Authorization form (attachment #5) must be fully completed, or form will be returned.

If the employee is going to be out **for 5 or more work** days, a *Form 101* (attachment #4) and a Medical Authorization form (attachment #5) must be completed. Please note that this will result in the employee being placed on Worker's Compensation Claim (where they will be paid 60% of their regular pay).

Also the first five (5) days of an employee's injury is charged to the employee's sick leave accrual balance if they are not able to return to work. If no sick leave is available, then other accumulated leave can be used, or the employee would be taken off the payroll. The day of the injury is considered a regular work day and the first full day after the incident begins the sick leave.

Even if the employee does not require medical attention, **the incident needs to be reported on the Form 118 as a Report Only claim.**



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Employees are allowed to seek medical attention elsewhere but they **MUST** provide the medical notes from the treating physician. Follow up with one of the Urgent Care locations (see above) will/ may take place.

As a reminder, forms need to be completed by someone in the office – **Not** the employee hurt or injured. The preparer should take the info from the employee and then complete the form – it doesn't mean that you agree with the information but that you are reporting the information received.

When an employee is out of work on claim status (more than 5 days of lost time), it is recommended that you communicate with the injured employee on a regular basis during his/her recuperation period.

When asked, be creative when crafting modified job duties for returning employee(s) to modified duty assignments.

Never state that we do not have modified duty assignments available.

All forms should be forwarded to HR at City Hall Room 306 through email (hrd@haverhillma.gov) and will be processed by HR online through our Workers Compensation carriers' site.

Forms can be found at the city Website at:

http://www.haverhillma.gov/departments/human_resources/injury_forms.php or can be emailed upon request.

If you have any questions or problems, please contact us at:

- ❖ Denise McClanahan, HR Director (978) 374-2357 or dmcclanahan@haverhillma.gov
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