



To: University of Maine Employee

From: Kathleen Bell
Assistant Director (Human Resources)
Employee Health, Benefits, and Payroll

Subject: Worker's Compensation Medical Care Facility

In compliance with Sect. 206 of the Maine State Workers' Compensation Statutes, the University has selected **Cutler Health Center** as its primary facility for the initial visit, diagnosis, and treatment of workplace injuries/illnesses. Cutler Health Center is located on Long Road on the campus of the University of Maine.

- **Emergency—call 911 for an ambulance to be taken to the Emergency Room at Eastern Maine Medical Center or St. Joseph Hospital.**
- **Acute Minor Injuries requiring immediate medical attention will be assessed either through Cutler's Walk-in Care and/or an immediate appointment will generally be made available. Call. 581-4179**
- **Non-Emergency/Non Acute Minor Injuries—Cutler Health Center can be called to set up a medical appointment at an appropriate time. Generally the supervisor should make this call. Call 581-4179**
- **When Cutler Health Center is not open and you have a workplace injury/illness requiring immediate attention such as a cut finger requiring stitches, you should go to the Emergency Department at Eastern Maine Medical Center.**
- **Supervisor's First Report of Injury/Incident Report—CCMSI is the company that administers the Worker's Compensation claims for the University of Maine. CCMSI must be notified of a workplace injury or illness. The ICE on-**

line reporting system can be used or the form can be accessed at www2.umaine.edu/SEM/Injury_Illness_Reporting.html

Scroll down to the form . Please fax the completed form to 581-1615 in the Benefits office. Such notifications should be made within 24 hours if possible.

After 10 days from the beginning of treatment with Cutler Health Center, you may select a different health care provider. You must call CCMSI/Loree Libby at 262-4386 to inform her of your change in order for future medical claims to be paid. CCMSI must authorize specialized services to ensure appropriate payment.

- If you receive medical bills related to the work injury, forward them to CCMSI/Loree Libby at 16 Central Street, Bangor ME 04401.
- **If work-related injuries occur outside of the Orono area, seek appropriate medical treatment and report the injury to your supervisor to ensure correct reporting to CCMSI.**

The office of Human Resources wants to assist employees to receive prompt and expert medical care for workplace injuries and illnesses. Cutler Health Center and CCMSI will refer you to a medical specialist if you require one. If you want to have copies of your medical notes sent to your Primary Care Physician this can be arranged through Cutler Health Center. Whenever possible, work schedules and work duties will be adjusted to comply with physicians' recommendations so you will not miss time from work unnecessarily.

If you have questions about these policies, please call me at 581-2360.

PLEASE RETAIN THIS MEMORANDUM FOR FUTURE USE.

This memorandum supersedes those provided on this subject previously and those should be discarded.

Revised October, 2011