

since 1989

A.I.M. Mutual Insurance Company Associated Employers Insurance Company Massachusetts Employers Insurance Company New Hampshire Employers Insurance Company



Communications conniment Claim Kit

Claim

Management

Compliance

in partnership with you



MAINE CLAIM KIT

As your new workers' compensation insurance carrier, we ask that you report all accidents to us as soon as possible after they occur. Your prompt notification, together with a complete accident report, will help us handle your claims fairly and efficiently. This will also help you avoid fines for late reporting.

Here is a supply of the necessary forms along with instructions for their use. You can also find these forms online at www.aimmutual.com. Please feel free to contact us at any time with your questions or service requests.

A.I.M. MUTUAL INSURANCE COMPANIES



54 Third Avenue, Burlington, MA 01803

Workers' Compensation Maine Claim Reporting Options

In the event of a serious accident, call us immediately at 1-866-270-3354 (toll free 24-hour/7 day a week claim reporting)

All injuries, including first aid only, should be promptly reported to A.I.M. Mutual Insurance Companies. Failure to report claims in a timely manner could expose your company to fines and penalties. While the preferred method is online reporting, there are several different ways to report your workers' compensation claims to us. Regardless of which method you choose, we will set up a claim and, when required, file the First Report of Injury (Form WCB-1) with the State of Maine Workers' Compensation Board. Additionally, copies of the WCB-1 will be sent to you and to the employee when applicable.

On-Line:

Log on to www.aimmutual.com. Select Report A Claim / Report A Claim ME.

You will be prompted to answer a series of questions similar to the information necessary to complete a Form WCB-1. After answering all of the questions and clicking on SEND, you will receive a message stating your claim has been submitted. It will also state that a Claim Acknowledgement letter containing the claim number and assigned claim representative will be mailed to your company after registration has been completed.

By Phone:

Report claims by calling toll free: 1-866-270-3354.

This line is established for reporting new claims only and facilitates the initial claim reporting process. Please have your policy number on hand prior to calling. You will receive a confirmation letter, followed by a claim acknowledgment letter including the name of the Claim Representative assigned to your case.

After the initial claim report: Please direct ongoing claim and service inquiries to your Claim Representative at our toll free telephone number: 1-800-876-2765

By Fax:

For all claims, complete and fax the Employer First Report of Occupational Injury or Disease (Form WCB-1) to us at 1-781-270-5599.

By Mail:

Mail the completed Form WCB-1 to A.I.M. Mutual Insurance Companies, Attn: Claim Department, 54 Third Avenue, P.O. Box 4070, Burlington, MA 01803-0970



State of Maine Workers' Compensation Claim Reporting Procedures

It is important the instructions in these procedures be followed exactly as outlined. Prompt filing of the correct forms with all the necessary information helps speed necessary claim investigations and the proper payments of benefits when due. LATE FILINGS OR LATE PAYMENTS MAY ALSO RESULT IN PENALTIES IMPOSED ON YOUR COMPANY AND/OR A.I.M. MUTUAL INSURANCE COMPANIES AS YOUR INSURER.

Keep in mind:

- ➤ If it's a serious accident, call us immediately: 1-866-270-3354
- > We will file the Employer First Report of Injury (Form WCB-1) with the State of Maine Workers' Compensation Board.

If you need additional forms, they may be requested from A.I.M. Mutual Insurance Companies at 1-800-876-2765, Claim Services Department or downloaded from www.aimmutual.com or the State of Maine Workers' Compensation Board website: https://www.maine.gov/wcb/forms/index.html

Applicable Forms

For any job-related claim:

1. Form WCB-1 Employer's First Report of Occupational Injury or Disease

Additional forms for any lost time claim:

1. Form WCB-220 Workers' Compensation Medical Authorization

2. Form WCB-2 Wage Statement

3. Form WCB-2B Fringe Benefit Worksheet

Employers' Responsibility for Reporting an Injury

- 1. You must report any injury that results in medical care or an absence of work within 7 days of notice or having knowledge of the injury to A.I.M. Mutual Insurance Companies (A.I.M. Mutual, AEIC). Filing a claim does not mean it's automatically an accepted workers' compensation case. We will complete an investigation to determine compensability if appropriate.
- 2. First-aid only injury claims also must be reported. We will report the claim to the State of Maine Workers' Compensation Board on your behalf when warranted.
- 3. A.I.M. Mutual will assign an adjuster to investigate your claim and either accept or deny it within 14 days of your having notice or knowledge of the injury. Send any information that you have regarding the injury or incident directly to your A.I.M. Mutual adjuster to assist him or her in the investigation.
- 4. Once you have been notified that the injured worker has a work capacity, keep A.I.M. Mutual aware of any available work that you have for the injured employee. Be sure to notify A.I.M. Mutual as soon as the injured employee returns to work.

EMPLOYER'S FIRST REPORT OF OCCUPATIONAL INJURY OR DISEASE

1. WCB FILE NUMBER (if known):

1a. OSHA 300 CASE NUMBER (if applicable):

		RE	ASON FO	R REPOR	RT (c	heck all that app				
2a. D LOST TIME - ONE OR MORE DAYS 21 3. D LOST EARNINGS BUT NO LOST TIME	o. W	AS EMPLOYEE PAID FOR IJ DAY 4. MEDICAL/HEALTH C		N DAY OF	INJUI			TE OF DEATH:		
6a. 🗖 OCCUPATIONAL DISEASE		6b. DATE OF LAST EXPOSU		/_ DD YYYY		6c. DATE OF	DIAGNOSIS A		MM DD YYYY IALLY RELATED:/_ MM DD	
7a. CORRECT PRIOR REPORT		7b. DATE OF CORRECTION:				7c. D.	ATE CORRECT	ION SENT TO V	/CB:// MM DD YYYY	, 1111
				EM	IPLO	YER				
8. STATE EMPLOYER UNEMPLOYMENT INSURANCE ACCOUNT NUMBER (UIAN):		9. FEDERAL EMPLOYER IDI	ENTIFICATIO				10. EM	PLOYER NAME	:	
11. STREET/P.O BOX MAILING ADDRESS:		12. CITY:			13.	STATE:	14. ZIP	:	15. TELEPHONE NUMBER	₹:
16. PRIMARY BUSINESS PERFORMED BY EMPLOYER WHERE INJURY OCCURRED:		17. EMPLOYER LOCATION MAILING ADDRESS:	IF DIFFEREN	IT FROM			NAME AND PH		LOYERIS PREMISES? SS OF THE EMPLOYER WI	YES NO HERE THE EMPLOYEE WAS
(check one) INSURER		П тыв	D PARTY	ADMINIS	TRA	TOR (TPA)		Π SELE-ΔΙ	DMINISTERED EMPLO	YFR
19. INSURANCE / TPA COMPANY NAME:		20. POLICY NUMBER:	DIAKII	ADMINIS) IIVA	TOR (TFA)		URER FILE NUI		TER
15. INGGRANGE/ IT A GOIM ANT TO ME.		20.1 OLIO I NOMBLIK.					21.1140	OKEKT IEE NOI	MDEN.	
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									MM DD YYYY	
38. OCCUPATION/JOB TITLE:		39. DATE OF HIRE:	40. WEE	KLY WAGI	E AT	TIME OF INJURY:			WORK FOR ANOTHER EM	
		1 1	\$				LYES	S LI NO IFY	ES, GIVE NAME AND ADD	RESS:
		MM DD YYYY								
				CLAIM I	NFO	RMATION				
42. DATE OF INJURY OR ILLNESS:	43. DA	ATE OF INCAPACITY:	44. TIME	-		EGAN WORK	45. DA	TE EMPLOYER	NOTIFIED INSURER/TPA:	
, ,			(e.g. 7:3	30 a.m.):				,		
MM DD YYYY	MM	DD YYYY					/_	DD YYYY		
DATE EMBLOYED MOTIFIED.	DATE	EMPLOYED MOTIFIED.	46. TIME (OF INJURY	(e.g.	1:10 p.m.):	47. HAS I	EMPLOYEE RE	TURNED TO WORK? 🗖 YI	ES 🗖 NO
DATE EMPLOYER NOTIFIED:	DATE	EMPLOYER NOTIFIED:								
MM DD YYYY	MM	J					IF YES	s, GIVE DATE: _	MM DD YYYY	
48. SPECIFIC INJURY OR ILLNESS	4	49. BODY PART(s) AFFECTED (e.	g. lower right	forearm):					IALS, OR CHEMICALS EMP	
(e.g. second degree burn or toxic hepatitis):							USING WHEN	THE EVENT OF	CCURRED (e.g. acetylene to	rch, metal plate):
51. SPECIFY ACTIVITY THE EMPLOYEE WAS E		ED IN WHEN THE EVENT								ANY OBJECTS OR SUBSTANCES
OCCURRED (e.g. cutting metal plate for flooring.):						ED OR MADE THE E etal. As worker fell, w			ped back to inspect work an	d
			Silppeu	JII SUITIE SU	ıap III	etal. AS Worker lell, W	Jikei biusileu aj	yamsi nui meiai.).	
WAS ACTIVITY PART OF NORMAL JOB DUTIES	? 🗖 Y	YES NO								
53. HOSPITALIZED OVERNIGHT AS INPATIENT?		WAS THE EMPLOYEE TREATESS. HE	EALTH CARE I	PROVIDER I	NAME	: 56. MAILING AD	DRESS:		57. TELEPHONE N	UMBER:
☐ YES ☐ NO		N EMERGENCY ROOM? YES ☐ NO:							()	
			PI	REPARF	R INI	FORMATION				
58. PREPARER NAME AND TITLE (TYPE OR PR	INT):			EPHONE N					60. DATE SENT TO WCB:	
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										MM DD YYYY
THE STATE OF MAINE DOES NOT DISCRI THIS FORM IS AVAILABLE IN ALTERNATIV										

UR TTY Maine Relay 711. WCB-1 (eff. 1/1/13)

WAGE STATEMENT

STATE OF MAINE

WORKERS' COMPENSATION BOARD 27 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0027

1. INSURE	ER FILE NUMBER:						BER	R (LAST 4 DIGITS):		7. WCB FIL	E NUMBER	:
2. EMPLO	YER NAME:				X -XX- PLOYEE	LAST NAME:	:			9. FIRST N	AME:	10. M.I.:
3. EMPLO	YER MAILING ADDR	RESS AND PHONE NUME	BER:	11. AC	DRESS-	-NUMBER AN	ID S	TREET:				
4. INSURE	R NAME:			12. Cl ⁻	TY:			13. STATE:		14. ZIP:	15.	HOME PHONE:
5. INSURE	ER MAILING ADDRE	SS:		16. DA	ATE OF II	NJURY:		17. DESCRIPTION	OF INJU	RY:		
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23. COMI	MENTS: PARER NAME (TYPE	E OR PRINT):						. TELEPHONE NUM)	ИBER:		26. D	ATE MAILED:
E-MAIL A	.DDRESS:						TC	/ DLL-FREE NUMBER)	t :		MM	// DD YYYY

FRINGE BENEFITS WORKSHEET

STATE OF MAINE WORKERS' COMPENSATION BOARD 27 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0027

10. M.I.:	
<u>.</u>	
5. HOME PHONE:	

PROVIDE THE COST OF THE FRINGE BENEFIT PAID BY THE EMPLOYER AS OF THE EMPLOYEE'S DATE OF INJURY IF THE EMPLOYEE WAS RECEIVING THE BENEFIT ON HIS/HER DATE OF INJURY (SEE RULE CHAPTER 1(5)(1)).

NOTE: THE AMOUNTS REPORTED ARE SUBJECT TO VERIFICATION BY THE EMPLOYEE AND HIS/HER REPRESENTATIVE AND DOCUMENTATION MUST BE PROVIDED UPON REQUEST.

REPRESENTA	TIVE AND DOCUME	ENTATION MUST BE	PROVIDED UPON R	EQUEST.
18. Fringe Benefit	Provided	Continues while Employee is out of work	Date Benefits End	Weekly Cost of Benefits to Employer
Health Benefits (inc. insurance)	Yes □ No □	Yes □ No □		\$
Dental Insurance	Yes □ No □	Yes 🗌 No 🗆		\$
Disability Insurance (inc. short and long term)	Yes □ No □	Yes □ No □		\$
401K	Yes □ No □	Yes 🗆 No 🗆		\$
Life Insurance	Yes 🗆 No 🗀	Yes □ No □		\$
Education/Training	Yes □ No □	Yes □ No □		\$
Pension	Yes 🗆 No 🗆	Yes 🗆 No 🗆		\$
Other (please list):	Yes □ No □	Yes □ No □		\$
Other (please list):	Yes 🗆 No 🗆	Yes □ No □		\$
19. PREPARER NAME (TYPE OR P	PRINT):		20. TELEPHONE	21. DATE MAILED:
			NUMBER:	, ,
E-MAIL ADDRESS:			TOLL-FREE NUMBER:	MM DD YYYY



State of Maine Workers' Compensation Board Limited Release of Medical/Health Care Information

Name:	SSN (last 4 digits): XXX-XX-
Date Birth:	Date of Injury/Illness:
	tive: You may only use forms adopted by the State of Maine Workers' dical/health care information to an employer or its insurer. The Board's forms
	s your health care provider's medical records, regardless of the date of injury ment and care, including X-rays, related to the following body part(s) and/o
are needed to determine whether your claim for benefit	its pursuant to the Workers' Compensation Act (Title 39-A) is compensable.
diagnosis, treatment and care, including X-rays, of the of records dating from until thirty (30) n	ers to release the records, regardless of the date of injury, they have related to the body part(s) and/or condition(s) listed above. This release authorizes the release nonths after the date I sign this form. This release authorizes my health car st after this release is signed through the termination date of this release.
	mplete and return it to the employer/insurer. If you do not understand this form a legal representative, a Workers' Compensation Board Claims Resolution
<u>Voluntary</u> : I understand I may choose not to complete denied.	e this form. If I choose not to complete this form, my claim for benefits may be
	providers permission to release only those health records related to the body so NOT authorize oral communication with or by any health care provider with
Redisclosure: I understand the information provided putther my claim for benefits pursuant to the Workers	pursuant to this release can be redisclosed for the limited purpose of determining s' Compensation Act (Title 39-A) is compensable.
entitlement to workers' compensation benefits. I must	on at any time in writing, but doing so may result in a loss of, or reduction in, revoke my authorization by completing and sending WCB Form 220-R to the release with respect to medical records already provided.
This authorization does NOT authorize the release Psychological matters; substance abuse; HIV/Aids	of information regarding testing, treatment or counseling related to: and sexually transmitted diseases.
I authorize release of my medical records to:	
Address of Recipient: (Na	ame of Recipient)
English Description (19 control of the control of t	
	vailable): Fax to:
I hereby authorize the above named recipient to obtain	n from my health care provider(s) subject to the terms of this release.
Employee or Authorized Representative Signature	Date:
For purposes of this release, "authorized representative	e" has the same definition as set forth in 22 M.R.S.A. § 1711-C(1)(A).

The State of Maine provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request. For assistance with this form, contact the ADA Coordinator at the Maine Workers' Compensation Board. Telephone: (888) 801-9087 or TTY Maine Relay 711. WCB-220 (eff. 9/1/18)



Express Scripts Pharmacy Program for Injured Workers

As part of our workers' compensation medical management services, we ask injured workers to use a pharmacy program through Express Scripts, Inc. (ESI). ESI is a pharmacy benefit management company that is uniquely set up to provide prescription medications for work-related injuries.

Injured employees will be notified by mail about the pharmacy program and how it works shortly after their claim has been approved. They will also receive a prescription identification card; **the card is valid only for prescriptions related to the specific, approved work injury.** Injured employees will be asked to use an Express Scripts affiliated pharmacy to fill their injury-related prescriptions.

Express Scripts also offers a mail service program, which employees will find convenient for refilling maintenance (long-term) prescription medications. I'm sure you are familiar with the cost benefits of a mail order prescription program, and we ask that you encourage injured workers to take advantage of this service. Most prescriptions are filled within 48 hours of receipt and mailed directly to the injured employee's home. Injured employees can sign up for the mail service program through ESI by phone or by mail.

Additional benefits of the program include 24-hour access to a registered pharmacist via a toll-free number and an extensive network of pharmacies to choose from. Express Scripts offers significant savings of up to 35% over fee schedules and usual and customary charges, and the program will expedite claim processing and payment. Injured employees will incur no out-of-pocket expenses.

Injured workers will receive a condensed list of chain pharmacies in the network on their prescription card information sheet. Most major pharmacies such as CVS, Walgreens and Rite Aid are affiliated with Express Scripts. For a full listing injured workers can go to https://www.express-scripts.com/ and set up an account or call Express Scripts at 1-800-945-5951. While injured employees may use a non-affiliated pharmacy, we strongly recommend they use a pharmacy within the Express Scripts network and the mail order service to realize the program benefits.

Please call the Express Scripts Workers' Compensation Service Center at 1-800-945-5951 with any questions you may have. The toll-free service is available 24 hours a day, seven days a week. As always, thank you for working with us to enhance our claim service.

A.I.M. MUTUAL INSURANCE COMPANIES

Workers' Compensation Temporary Prescription ID Card



To the Injured Worker:

On your first visit, please give this notice to any pharmacy listed on the back side to speed processing your approved workers' compensation prescriptions (based on the guidelines established by your employer).

Questions or need assistance locating a participating retail network pharmacy? Call the Express Scripts Patient Care Contact Center at 800.945.5951.

Atencion Trabajador Lesionado:

Este formulario de identificación para servicios temporales de prescripción de recetas por compensación del trabajador DEBERÁ SER PRESENTADO a su farmacéutico al surtir su(s) receta(s) inicial(es).

Si tiene cualquier duda o necesita localizar una farmacia participante, por favor contacte al área de Atención a Clientes de Express Scripts, en el teléfono 800.945.5951.

To the Pharmacist:

Express Scripts administers this workers' compensation prescription program. Please follow the steps below to submit a claim. Standard claim limitations include quantity exceeding 150 pills or a day supply exceeding 14 days. This form is valid for up to 30 days from DOI. Limitations may vary. For assistance, call Express Scripts at 888.786.9640.

Pharmacy Processing Steps

- Step 1: Enter bin number 003858
- Step 2: Enter processor control A4
- Step 3: Enter the group number as it appears above
- Step 4: Enter the injured worker's nine-digit ID number
- Step 5: Enter the injured worker's first and last name
- Step 6: Enter the injured worker's date of injury (enter in PA field in the format YYYYMMDD)

	Express Scripts
ID #:	
	is your temporary ID number; present to the pharmacy at the cription is filled. You will receive a new ID number shortly.
Date of I	njury:
	MM/DD/YYYY
Group #:	AIM VANTAGE
Employe	e Date of Birth:
	7 3 2 4 0 1 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3

Thank you for using a participating retail network pharmacy. Even though there is no direct cost to you, it's important that we all do our part to help control the rising cost of healthcare.

Please see other side for a list of participating retail network pharmacies.

To the Supervisor: Please fill in the information requested for the injured worker.

First	М		Last
	Street Address or F	PO Box	
City		State	ZIP





Participating Retail Network Pharmacies

A & P Drug Emporium Major Value Schnucks Acme Pharmacy Drug Fair Marsh Drugs Scolari's Albertson's Drug Town Medic Discount Sedano Albertson's/Acme Drug World Medicap Shaw's Albertson's/Osco Eckerd Medistat Shop 'N Save Albertson's/Sav-On **Econofoods** Meijer Shopko Amerisource **EPIC Pharmacy** Minyard ShopRite Bergen Network NCS HealthCare Snyder **Anchor Pharmacies** FamilyMeds Neighborcare Stop & Shop Arrow Farm Fresh Network Sun Mart Aurora Farmer Jack Pharmaceuticals Super Fresh **Bartell Drugs** Food City Northeast Super Rx Bigg's Food Lion **Pharmacy Services** Target Bi-Lo Fred's **Texas Oncology** Osco Bi-Mart Gemmel P & C Food Srvs BJ's Wholesale Giant Markets The Pharm Giant Eagle Thrifty White Club Pamida **Brooks** Giant Foods Park Nicollet Times Hannaford Pathmark Tom Thumb **Brookshire Brothers Brookshire Grocery** Harris Teeter **Pavilions** Tops Bruno H-E-B Price Chopper Ukrop's Carrs Hi-School Publix **United Drugs** Cash Wise **Quality Markets** United Pharmacy Coborn's Hy-Vee Raley's Supermarkets Costco Jewel/Osco Randalls Vons Cub Kash n Karry Rite Aid Waldbaums **CVS** Keltsch Rosauers Walgreens D&W Kerr Rx Express Wal-Mart Dahl's Kmart RXD Wegmans Dierbergs Knight Drugs Safeway Weis **Discount Drugmart** Kroger Sam's Club Winn Dixie LeaderNet (PSAO) Doc's Drugs Sav-On

NOTE: This form is not valid in the state of Ohio. For all other states, liability of a workers' compensation claim is not assumed based on the dispensing of medication(s) to a patient.

Save Mart

Longs Drug Store

Dominicks

