



## HUMAN RESOURCES

District Education Center  
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508-460-3509 Ext 13809

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## INJURY PROTOCOL

***You just got injured at work; what happens now...***

1. You are required to notify your School Principal within 24 hours of an injury and complete the first two pages of the Accident Report located in all school front offices, nurse offices and in the Human Resources (HR) section of the MPS district website at [www.mps-edu.org](http://www.mps-edu.org). Your Building Principal completes the third page and returns the completed Accident Report to MPS HR within 24 hours.
2. For non-emergency care you may go to MedWorks on the 1<sup>st</sup> floor at Marlborough Hospital. An appointment is necessary. To schedule an appointment contact MedWorks at 508-486-5711. MedWorks is open Tuesdays from 7:00 am – 3:00 pm and Thursdays from 7:00 am - 2:00 pm. You may also go to AFC Urgent Care located at 42 Boston Post Rd West, Marlborough. AFC Urgent Care is open Monday – Friday from 8:00 am – 8:00 pm. If you prefer to be seen by your own doctor you may do so, but you must notify him/her that your injury is work-related.

There are typically six reasons why you would be referred to the Emergency Department.

- A hit to the head; eye injuries; deep lacerations; acute chemical exposures, electric shock; back injury where bowel or bladder control is lost.
3. Once seen by a doctor you must report back to your Principal with a Work Status form from the doctor stating when you are able to return to work, with or without restrictions. If you are able to work with restrictions, your Principal will try to make reasonable accommodations; if he/she cannot offer these accommodations for your position, you will be placed out of work. If you are out five days or more, you must notify HR as well as your Principal to continue with the workers' compensation process.
  4. A representative from FutureComp, our third-party claims adjuster, or a nurse case manager may contact you regarding your accident.
  5. You are required to keep all scheduled medical appointments, follow-up visits (including therapy recommendations) and return all calls from FutureComp and HR.
  6. You must keep your Principal or Supervisor updated weekly of your leave dates and/or change in work status (ie: restrictions). Your Principal or Supervisor will need copies of your treating physician's certificate(s) stating the date(s) of your medical disability. Your Principal /Supervisor should also be informed of any updates or changes. Failure to provide this information may delay or affect potential workers' compensation payments.
  7. If you are unable to work for five days or more and are being treated by a doctor, you must provide a Work Status medical note from the doctor stating the dates you will be out of work or provide a clearance note with a return to work date.



*City of Marlborough*  
*Human Resources Department*

140 MAIN STREET  
MARLBOROUGH, MA 01752  
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## WORKERS' COMPENSATION INFORMATION



### ***What you should know about Workers' Compensation and the City of Marlborough:***

- The City of Marlborough is self-insured, which means we pay our own claims. We use FutureComp as our third-party administrator to process our claims and review medical reports.
- If a medical provider asks you for a claim number, contact Human Resources (HR) for this information. The medical provider may also call HR directly at 508-460-3705.
- All requests for surgeries, physical therapy, etc. must be approved by HR or FutureComp prior to treatment. If you get treated without our approval, we may not pay the claim.
- All medical notes and reports must be sent to HR. Along with your claim number, you may provide this information to doctors and hospitals for billing:

Workers Comp Carrier:      Future Comp  
   12 Gill St, suite 5500  
   Woburn, MA 01801  
   Phone: 603-665-6114

HR Department:              Phone: 508-460-3705  
   Fax:      508-481-6354

- Occasionally a doctor's office or hospital will send a bill to your home in error. Should this occur, please forward all bills to HR for payment.
- The City of Marlborough will authorize payment for a 2<sup>nd</sup> opinion upon request of an employee.
- School employees will not be paid through Workers' Compensation for the first five days of incapacity unless you are disabled for 21 calendar days or more.
- If you are out and disabled for more than 21 calendar days and otherwise eligible for benefits, workers' compensation will pay you, for the period beginning with the date you are out of work, 60% of your gross average weekly wage based on your previous 52 weeks of employment.