



Human Resources and Labor Relations Department

## Employers' Guide to Workers Compensation

Accident reports must be completed and filed within 24 hours of an employee member injured on the job. Compiled below are the required forms and a step-by-step procedure on how, when and where to file each report.

<i>Report Number</i>	<i>Name of Report</i>	<i>When to File</i>	<i>Where to File</i>
<b>Report # 1</b>	Employee's Notice of a Work-Related Injury/Illness	File this form for every work related injury or illness claim.	This form should be emailed or faxed to FutureComp as soon as it is completed. This form is <u>not to be mailed</u> to the State of Massachusetts Department of Industrial Accidents. Email or fax to: Sandra.Feinstein@usi.com, (413) 739-9330.
<b>Report # 2</b>	Release of Medical Information	This form should be filed with the Employee's Notice of a Work-Related Injury (Report # 1).	This form should be emailed or faxed to FutureComp as soon as it is completed. This form is <u>not to be mailed</u> to the State of Massachusetts Department of Industrial Accidents. Email or fax to: Sandra.Feinstein@usi.com, (413) 739-9330.
<b>Report # 3</b>	Supervisor's Accident/Incident Report	This report is required and should be filed with Reports # 1 and # 2. This report will help the City of Springfield identify the root cause of all accidents and ensure all accidents/injuries are properly investigated.	This form should be emailed or faxed to FutureComp as soon as it is completed. Email or fax to: Sandra.Feinstein@usi.com, (413) 739-9330.

<i>Report Number</i>	<i>Name of Report</i>	<i>When to File</i>	<i>Where to File</i>
<b>Form # 127</b>	Average Weekly Wage Computation Schedule	This form should be filed when an employee is unable to earn full wages for five or more calendar days.	This form should be emailed or faxed to FutureComp as soon as it is completed. This form is <u>not to be mailed</u> to the State of Massachusetts Department of Industrial Accidents. Please email or fax to: Sandra.Feinstein@usi.com, (413) 739-9330.

Questions regarding this form should be directed to FutureComp at (855) 874-0123.