

**INSTRUCTIONS
FOR COMPLETING EMPLOYEE FIRST REPORT OF INJURY
FOR OUT OF STATE CLAIMS**

If you are an Employee Working Out Of State With Special Coverage,¹ use the “Employee’s First Report of Injury FOR OUT OF STATE CLAIMS” form to report an occupational injury or exposure.

Carrier: Argonaut Insurance Company
Policy #: WC 47 682 825524

Carrier’s Claims Reporting Phone Number: **Phone #:** 1-800-820-3903
Fax #: 1-800-329-3764

STEPS:

1. If necessary obtain immediate medical assistance. Advise medical provider that this is a workers compensation claim. Provide them with the carrier’s name and policy number found above.
2. Report claim to the carrier by calling the telephone number listed above and referring to your completed Employee First Report of Injury form.
3. Enter the claim number assigned by the carrier on the completed Employee First Report of Injury form. Fax it to UMB Risk Management at 410-706-1520.
4. Notify your supervisor as soon as possible. Ask your supervisor to complete the Supervisor’s Report and submit it to UMB Risk Management as soon as possible.
5. If you will miss any time from work due to your injury, please have your healthcare provider supply a signed medical slip explaining your absence and provide the slip to your supervisor and a copy to UMB Risk Management.
6. As soon as practical, fax any medical reports or forms documenting your injury and related medical care to UMB Risk Management.
7. Keep your supervisor and UMB Risk Management advised of your progress.

¹ EMPLOYEE WORKING OUT OF STATE WHO REQUIRES SPECIAL COVERAGE:

An employee requires special worker’s compensation coverage if the employee is:

- Assigned or permitted to work outside Maryland on a regular basis, with 50% or more of the employee’s UMB job-related duties to be *Work Out of State*. Work at home is *Work Out of State* if the employee’s residence is not in Maryland.
- Required to *Travel on a Recurring Basis* to other states to carry out UMB employment responsibilities, with 50% or more of the employee’s UMB job-related duties to be *Work Out of State*.
- Assigned or permitted to perform more than 50% of the employee’s UMB job-related duties as *Work Out of State* through a combination of out-of-state work place, out-of-state travel, and out of state work at home.
- Assigned to live and work in a foreign country, with 50% or more of the employee’s UMB job-related duties to be performed outside the United States, unless the *Employment Contract* was *Made in the U.S.*

