workers' comp at-a-glance
your guide to working with MEMIC

Claim Reporting
Choose 1 of 3 ways to report an injury.
We recommend reporting online or by phone.

Online
Go to memic.com and select “Report an Injury” from the "FOR EMPLOYERS" menu.

By Phone
• Call 1-800-MEMICWC or 1-800-636-4292
• Fax to 207-791-3334

By Mail
MEMIC Claim Department
PO Box 3606
Portland, ME 04104
Contact your state's workers' compensation agency for form.

WHEN TO REPORT
All claims should be reported to MEMIC within 24 hours of your notice or knowledge of the injury. Do not delay because you are missing a piece of information!

WHAT YOU NEED TO REPORT
Gather as much information as you can about the accident and injury. You'll also need: your MEMIC policy number, injured employee's name, date of injury and the date you were notified.

FIND A MEDICAL PROVIDER
Some states allow you to choose the doctor who initially treats your injured worker. If this is the case for your state, choosing a medical provider and building a relationship with them before an injury happens should be your first order of business. This often helps your medical provider understand the nature of your work and, in turn, speeds recovery.

MEMIC has a network of medical providers who are especially attuned to the needs of workplace injuries.

MEMIC's Online Provider Search
Search for doctors closest to an address, by name or phone number, by geographical region or through a quick search with pre-selected doctor type and distance. View results on Google Maps and easily print or text driving directions to your mobile phone.

Contacting MEMIC
Policy support
For billing, premium audit, workplace safety or claims inquiries call us Monday through Friday between 8:00 a.m. and 4:30 p.m. EST.

1-800-660-1306

Online Inquiry
Use the online inquiry form to quickly submit a general inquiry, ask about a claim, report fraud, get safety advice or send us feedback about our website.

Go to memic.com > Select "Contact Us"

Safety Inquiries?
Email your safety questions to our in-house safety experts.

Email losscontrolservices@memic.com

On the Web
memic.com
Our website is full of information to help you build a better business and manage your claims. From the website, you can also take a video tour of our online reporting form and watch a video to learn the ins and outs of filing a claim and why choosing a medical provider should be at the top of your list.

Go to memic.com > Select "FOR EMPLOYERS"

MEMIC Safety Director
Building a solid safety plan is not easy, but MEMIC's Online Safety Director can help. Start today and gain access to MEMIC's electronic resource library and/or complete an online safety assessment of your organization.

Go to memic.com > Select "Log in to Safety Director"

Safety Net Blog
Subscribe to our regular blog about all topics related to workplace safety. Join in the conversation with MEMIC safety experts about current issues or ideas.

Go to memicsafety.typepad.com