

Workers' Compensation - Employee Information

At Middlebury Institute, we take safety seriously. We strive to make the Institute a place where all employees can work safely. In the event that an injury does occur, the Institute carries workers' compensation insurance.

What to do if you are injured at work

In an emergency:

- Go right to the emergency room - do not stop to contact Human Resources.
- Call 911 if emergency transport is needed.
- Be sure to let the hospital billing department know that your injury happened while you were at work.
- Ask the treating doctor for a written medical release listing any work restrictions you may have.
- Your supervisor (or co-workers if the supervisor is not available) should contact HR to alert them to your situation.
- You should contact HR yourself as soon as your medical emergency has been dealt with.

Not an Emergency:

- Report all injuries to your supervisor right away, no matter how minor the injury appears to be.
 - Come to HR to fill out an Incident/Accident report (or find the reporting forms online at: http://www.miis.edu/system/files/media/Supervisor%20Accident%20Report.MIIS_0.pdf as soon as possible after the incident, but no later than 24 hours afterward. If you need non-emergency medical assistance and HR isn't open, go to Doctors on Duty (501 Lighthouse Ave., Monterey, CA 93940).

Reporting

When you report an injury or illness you will be asked to complete an Accident Report and Medical Authorization form and a report of the injury will be made to the State of California, as required by law. Employees who are under age 18 should have their parent/guardian sign the medical authorization form.

Returning to Work

If you receive medical care you should **not** return to work until medically cleared to work. Please ask your provider for a written release to return to work. Contact HR and your supervisor for more information.

HR Contact Information

Primary HR Contact: Jan Dahlstrom
(831) 647-3539 (P)
(831) 647-6433 (F)
jdahlstr@miis.edu

Secondary HR Contact: Kimberly Yanogacio
(831) 647-3520 (P)
(831) 647-6433 (F)
kyanogac@miis.edu

Worker's Comp Claims Administrator

Traveler's Property Casualty Company of America
1-800-238-6225