



**Things to consider if you (employee) are injured at work:**

- 1. Dial 602-2298 or 9-1-1 if you need emergency care.**
- 2. If you need to seek non-emergency medical treatment please go to:**

<p><b>SMHC WorkWell</b> One Medical Center Drive Biddeford, ME 04005 (207) 283-7600</p>	<p><b>Concentra</b> 85 Western Ave. S. Portland, ME 04106 (207) 774-7751</p>	<p><b>ConvenientMD</b> 191 Marginal Way Portland, ME 04101 (207) 517-3838</p>
<p>(Appointments Only)</p>	<p>(Walk-Ins Only- Please notify HR first if you wish to go to Concentra so they can call ahead and give verbal authorization for treatment.)</p>	<p>Westbrook &amp; Brunswick locations (Open 8a-8p, 7 days a week. No appointments needed!)</p>

- 3. Make sure you complete an Accident Report and turn it in to HR within 24 hours of the injury.**

**4. Keep HR informed of your work-related injury or illness.**

- Let HR know if you miss time from work due to your injury.
- Communicate with HR restrictions you may have because of your injury.
- Keep your supervisor informed of any anticipated missed time from work due to your injury (ie doctor appointments).

**Contact Cat Martins, Human Resources  
at [cmartins@une.edu](mailto:cmartins@une.edu) or 602-2394  
with any questions or concerns.**