

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

This form is only to be used by employees who are injured while working outside the State of Maryland. If you are an Employee Working Out Of State With Special Coverage,<sup>1</sup> use the “Employee’s First Report of Injury FOR OUT OF STATE CLAIMS” form to report an occupational injury or exposure.

**Carrier:** Zurich American Insurance Company  
**Policy #:** WC 464415008

**Carrier’s Claims Reporting Phone Number:** Phone #: 1-800-987-3373  
Fax #: 1-877-962-2567

**Insured:** University of Maryland Baltimore  
**Contact:** Angela Boxley (410) 706-3221 [aboxley@umaryland.edu](mailto:aboxley@umaryland.edu)

**STEPS:**

1. If necessary, obtain immediate medical assistance. Advise the medical provider this is a workers’ compensation claim. Provide them with the carrier’s name and policy number found above.
2. Complete the Employee’s First Report of Injury form. Fax it to EHS, Angela Boxley, at 410-706-8212.
3. Notify your supervisor as soon as possible. Ask your supervisor to complete the Supervisor’s Report and submit it to EHS as soon as possible.
4. If you will miss any time from work due to your injury, please have your healthcare provider supply a signed medical slip documenting your absence and provide the slip along with any other medical documentation to your supervisor and a copy to EHS.
5. Keep your supervisor and EHS advised of your progress.

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<sup>1</sup> EMPLOYEE WORKING OUT OF STATE WHO REQUIRES SPECIAL COVERAGE:

An employee requires special workers’ 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 UM 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 UM employment responsibilities, with 50% or more of the employee’s UM job-related duties to be *Work Out of State*.
- Assigned or permitted to perform more than 50% of the employee’s UM 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 UM job-related duties to be performed outside the United States, unless the *Employment Contract* was *Made in the U.S.*

