

What To Do In The Event Of An On The Job Injury or Occupational Disease

1

If needed, get
First Aid
Immediately

2

Tell your Employer
about the injury &
get to a hospital
with MSI-1, MSI-2
and MSI-3 forms.

3

Call MSI Claims
Officer at
450-632-9595
Employer pays
wages for that day

4

Completely fill
out all MSI forms
within 5 days and
return to the MSI
Claims Officer

All the forms are available on line

<http://www.kahnawake.com>

- 1) WORKER** - Promptly notify your supervisor or management about a work-related injury or illness and obtain the necessary forms from the MSI Claimant Package. Your supervisor/manager should notify the MSI Claims Officer immediately. If there is no answer, leave a message on the voicemail. Should an accident/incident occur outside of the normal working hours of MSI (Monday to Friday, 8:30 a.m. – 4:00 p.m.) call our emergency number and leave a message.
- 2) EMPLOYER**
Note all injuries must be reported even if there is no medical attention required at the time of accident/incident. If no medical attention was required please completely fill out **MSI-2 “Employer’s Report”** and check the **Non-recordable Injury** box on the top right corner and submit to the MSI Claims Officer by e-mail, or fax.
- 3) The WORKER** must bring the following forms to the hospital/CLSC: **MSI-3 “Physician’s Report”** it must be completely filled out by the physician. * There is normally a fee charged from the physician at the hospital/CLSC for completing the form(s), the **WORKER** is to pay the fee and obtain a receipt, which will be reimbursed by MSI. Please advise the hospital/CLSC that all charges are to be sent to Mohawk Self Insurance, they can contact our office to get more details.
- 4) MSI-1 “Worker’s Injury Report”** should be completed by the **WORKER** or by a designated person if the worker is unable due to injury. **MSI-2 “Employer’s Report”** should be completed by the **EMPLOYER**. All completed forms are to be hand delivered to the Mohawk Self Insurance Claims Officer within (5 five) days of the accident. Failure to comply within the time limit may jeopardize or delay a claim. ***Failure to complete and sign the required forms will only delay the processing of your claim.**

- 5) Once the **WORKER** meets with the MSI Claims Officer he/she will be required to sign **MSI-5 “Claimant’s Responsibilities”** and **MSI-7 “Authorization for Disclosure of Medical Information”** forms. All original medical notes should be hand delivered to the MSI Claims Officer for your file. The MSI Claims Officer will notify your employer of any additional time off and send copies of medical notes.
- 6) The **WORKER** is responsible to inform the employer when he/she can be expected back to work. Contact your supervisor if there are any changes in the status of your recovery.
- 7) The **WORKER** is responsible to comply with all treatment as outlined by the physician and Mohawk Self Insurance.
- 8) If the claim has been approved, the **WORKER** must personally pick up his/her weekly Indemnity cheque at the Mohawk Self Insurance office every Thursday between 12:00 p.m. and 4:00 p.m. and any other day following between 8:30 a.m. to 4:00p.m. Certain exemptions for workers who are physically unable due to accident or mobility restrictions by a physician.

Address:

Mohawk Self Insurance
Kahnawà:ke Labor Office
Mohawk Council of Kahnawà:ke
P.O. Box 720
Kahnawà:ke, Qc
J0L 1B0

Tel#: 450-632-9595

Fax#: 450-638-9974

Emergency #: 514-239-2195

MSI Claims Officer: Lorna Delaronde

Ext.61329

E-mail: lorna.delaronde@mck.ca