

## In Case of Employee Injury

Processing and managing workers' compensation claims is a complex responsibility for your business. How well you handle workplace injuries is important to getting injured workers the care they need and expect while minimizing the cost of claims. Make workers' compensation easier by doing the following:

- Document and complete a thorough investigation of the accident.
- Complete the First Report of Injury form and report to the Bureau of Workers' Compensation or your insurance company within eight hours following the notice of the injury. Report per the claim reporting instructions included in your policy. If you can't locate the reporting instructions in your policy, call our office and ask to speak to a Claims Manager (800-229-5266).
- Once a Claim Handler is assigned by your insurance company, be prepared to provide employee's payroll information, all legal and state correspondence, all medical bills and reports.
- Contact the hospital or physician to determine the employee's medical status and ability to return to work.
- Follow-up with the employee after the incident and provide them with the claim number and contact information with the Claim Handler assigned to their injury claim.
- If the employee has returned to work after the first report has been sent, notify the insurance company and the employee's date of return.
- Have all legal and state correspondence been sent to the claim office within eight hours of receipt?
- If the employee was injured by an object or a broken part of a machine, preserve the object or broken part for claim office inspection.