

Workers Compensation Claim

It is very important to turn in the claim within the first 24 hours after you are notified of the injury.

- 1.) Make sure the employee receives proper medical attention. If the injury requires emergency treatment, the injured employee must be taken to the nearest hospital. Otherwise, the employee can select a physician from the provided Physicians Panel.
- 2.) Complete the 1st Report of Injury for the applicable state and submit to the carrier when claim is turned in.
- 3.) If available, also include the completed physician's panel and any Doctor's notes.
- 4.) Interview any witnesses. Ask for written statements if necessary.
- 5.) Take photos where necessary.
- 6.) Identify the source of the loss. Was it preventable? If so, what was the cause and how can you prevent it in the future?
- 7.) Take steps to rectify the issue if any or if possible.
- 8.) Obtain the injured employee's statement as soon as possible.
- 9.) Make follow up call to Injured Employee regarding treatment received, doctor's instructions, injury information and general well-being.