

WORKERS COMPENSATION CLAIM FORM

Instructions:

1. Respond immediately to the injured employee.
2. Determine if they need urgent medical attention or can visit your approved physician group to treat their injury.
3. Show empathy and make sure they know you care.
4. Report this accident to your insurance company immediately. DO NOT delay reporting while waiting on incident report, police report or photos. These can be submitted later.
5. Have the supervisor complete the following accident investigation form.
6. Have the employee write out a statement as to what happened.
7. If there are any witnesses to the accident have each of them write out a statement as to what happened.
8. All of these forms should be completed as quickly after the accident as possible to ensure the facts are remembered.
9. Expect to hear from the claims adjustor within 48 hours.
 - If this is a critical or highly questionable situation make sure you state this when you call the insurance company and ask them to respond sooner.

