

Workers' Compensation Claims

Following is a list of the information that you will need to report a workers' compensation claim. Please do not hesitate to report the claim even if you do not yet have all details:

Information needed to report a workers' compensation claim:

Name and address of the injured employee
Date of the injury
Circumstances surrounding the injury
(how the employee was injured, time of day, equipment involved, etc.)
Social security number and date of birth of the injured worker
Address of where injury occurred
Date of birth, sex, and marital status
Number of dependents occupation/job title
Date of hire
Description of how the injury happened
Type of injury and exact body part injured
Is the employee full time or part time?
What is the employee's normal starting time?
Has the employee lost any time from work?
Was the employee paid full wages for the date of injury?
Return to work date
Names of any witnesses
Name, address, and telephone number of physician or hospital
Wage information *(hourly/weekly)*
Completed Accident Investigation Reports
Any red flags