

## Workers Compensation: *Tips for Easy & Fast Claim Processing*

1. Immediately notify your employer
  - a. Give details of the accident, injury or illness
  - b. Ask if there is a doctor you should see in the event medical treatment is necessary
2. Complete: “Workers and Physicians Report of Injury” form.
  - a. Fill out your portion, sign and retain a copy for your records
  - b. NOTE: sign your name as it appears on your employers payroll and use your name the same way on all related forms**
3. Request: that your physician send the required reports to your agent or an identified claims representative.
4. Billing: ask all providers to send reports and billings notated with identified with claim number
5. Always keep your company, and claim representative informed of your current mailing and physical address
6. Obtain: written permission if you intent to leave the state for more than two weeks or if you plan to change doctors.
  - a. TIP: always use your claim number on all correspondence

Current Average Monthly Wage Statutory Maximum Information*		
\$4,185.78	January 1, 2013	December 31, 2013
\$4,062.29	January 1, 2012	December 31, 2012
\$3,920.75	January 1, 2011	December 31, 2011
\$3,763.44	January 1, 2010	December 31, 2010
*The average monthly wage for dates of injury after 12/31/2013 is subject to change		

Please Note: Insurance coverage cannot be bound or changed via submission of this online form/application, e-mail, voice mail or facsimile. No binder, insurance policy, change, addition, and/or deletion to insurance coverage goes into effect unless and until confirmed directly with a licensed agent. Note any proposal of insurance we may present to you will be based upon the values developed and exposures to loss disclosed to us on this online form/application and/or in communications with us. All coverages are subject to the terms, conditions and exclusions of the actual policy issued. Not all policies or coverages are available in every state.