



Workers' Compensation Reporting Process Checklist

Always check your policy for state specific reporting requirements or forms. Do not wait to receive all information before reporting.

What needs to be reported under workers' compensation?

1. Any employee injury acquired while working for your company, at any location or driving a vehicle.
2. Always report an injury at the time it occurs or as soon as you are made aware of it.
3. Follow up with your adjuster to advise when additional information becomes available.

What basic information needs to be reported after an incident?

Employer Information

Employer Name: _____

Employer Address: _____

Contact Name: _____

Contact Phone Number: _____

Insurance Information

Insurance Company Name: _____

Phone Number: _____

Policy Number: _____

Policy Effective Dates: _____

Injured Employee Information

Employee Name: _____

Employee Address: _____

Social Security Number: _____

Date of Birth: _____

State Where Hired: _____

State Where Injured: _____

Injury Information

Date/Time Injured: _____

Part of Body Injured: _____

Description of Events: _____

Address of Location: _____

Date Returned to Work: _____

Witness Information

Name: _____

Phone Number: _____

Follow-Up Information (received after incident is reported)

Insurance Adjuster Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Claim Number: _____

Address to Mail Bills: _____

(Always include the claim number and your phone number on the cover sheet.)

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