



Workers Compensation Claim Checklist

When an accident or injury occurs contact emergency authorities as appropriate.

Make certain that your employee's immediate medical needs are met

Offer the employee a Panel of Physicians if required by the State

Follow proper procedures for drug testing, reporting claim to insurance company and OSHA reporting

Take written statements from Employee & Supervisor and any other witnesses

Report the claim immediately directly to your insurance company. For information or assistance contact agent, CBJW, at 615-383-9761

If you suspect that the claim may not be work related or may be fraudulent then advise the carrier when the claim is reported and ask them to perform an investigation

Provide all documents you have regarding this incident to your insurance adjuster including accident investigation, pictures, witness statements, employee statements, supervisor statements, drug screening results, Signed panel, etc.

If you are served with a Legal Summons, Petition of Benefits, Notice of Benefit Review Conference, etc. then provide a copy of the documents to the adjuster immediately

The claims adjuster will work directly with you, the employee and his/her attorney, if an attorney is involved

Make sure you keep in contact regularly with the employee and the adjuster

It is recommended that if at all possible you work with the adjuster & employee to provide modified job duties if recommended by the doctor

Once you have reported the claim to the carrier then expect to be contacted by the claims adjuster within 48 hours

Contact CBJW claims department at 615-383-9761 for any questions