

# injury reporting

for workers' compensation



## We're Here For You (and your employees)

When the unexpected happens, Erie Insurance is here to help you get back on track.

If an employee has been injured, it's time to get in touch. Once your worker is safe and taken care of, give us a call at (800) 367-3743. Here's some of the information we'll need to get started:

- Workers' compensation policy number
- Date of injury
- Time injury occurred
- Your company tax ID number
- Name and telephone number of contact person (owner, manager)
- Date employer was notified of injury
- Address where injury occurred
- Name, address and telephone number of injured worker
- Employee's social security number
- Date of birth, gender, 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)

## What's Next?

After you've notified ERIE of an injury, we'll get things moving right away. Here's what happens first. We will:

- File the report with the appropriate State Workers' Compensation Commission.
- Assign an adjuster to the claim who will call the employer and injured worker for details.
- Engage our nurse case manager(s) on complex injuries to act as a liaison between the injured worker, employer and physician to assist in managing the treatment, care and return-to-work status of the injured worker.
- Provide a pharmacy card to the injured worker for all work-related medications.
- Manage the case and keep the employer informed of any progress or change in the injured worker's condition.

## Doing Right by You (means doing right by them)

When an injury happens, we're here to help you get your team member and your business back on track. From helping to get medical providers in place to assisting with creating a program for transitional duties when an injured worker isn't quite ready for business as usual, a powerful team is there for you and your employees alike.

Erie Insurance and your ERIE Agent are here for you every step along the way.

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