



REPORTING A WORK INJURY

**INJURED EMPLOYEES MUST CALL
GALLAGHER BASSETT PC365 TRIAGE NURSE
(855) 715-2039**

REPORTING REQUIREMENTS:

Employee: Contact Gallagher Bassett PC365 Triage Nurse at **(855) 715-2039** within 24 hours and provide information as required. They will recommend a treatment plan.

Employer: Ensure report of injury is made within **5** days of notification – failure to do so could result in a fine and possible policy cancellation. The filing of reporting forms is not an admission of employer liability. Report objective information as reported to you.

EMPLOYER DUTIES:

- Provide injured employee forms as required by state.
- Employees should sign forms as required.
- File forms as required and comply fully with your duties as described in PART FOUR - YOUR DUTIES IF INJURY OCCURS of your workers' compensation policy.
- File a report even if the employee prefers not to see a physician.

All First Report of Injury forms are available via our website:

<https://cimarroninsurance.com/wc-policy-resources/> under **File A Claim**.

For guidance, contact Gallagher Bassett **(855) 715-2039** to speak with a claim representative.

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