

Reporting a workers' comp claim

Report claims within 24 hours, even if you don't have all the information

! Have an employee with a non-life-threatening injury?

Call the [Nurse Triage Hotline](#) (PDF) for guidance: **(833) 575-3672**

What to do when an employee is injured at work

Assess the injury. Locate a medical provider

If it is a life- or limb-threatening injury, immediately **call 911**.

If you're unsure whether the injury requires medical treatment, call Nurse Triage at **(833) 575-3672** to receive immediate medical guidance and assist in coordinating initial treatment. The Nurse Triage line will report the claim on your behalf.

Other ways to report a claim

If the injured worker has declined medical attention, received first aid only, or has already received medical treatment, report the claim as follows:

Online through Claims Navigator:
dashboard.kineticcomp.com/apps/claims/file

Via email:
newclaim@kineticcomp.com

Phone: (800) 421-3535

Fax: (800) 554-2899

Information you need to report a claim

Identification Information*

- ✓ Policy Number
- ✓ Legal Business Name (Not DBA)
- ✓ Risk Center

Claim Information

- ✓ Contact information for you and others involved
- ✓ The date of the incident
- ✓ A description of the injury

*Shown on page 2, your Policyholder Risk Center Guide