

WHAT TO DO IN THE EVENT OF AN INJURY

WHEN AN INJURY OCCURS, REPORT IT IMMEDIATELY.

Early intervention

Report injuries within 24 hours.

Directing injured workers to treatment before their condition deteriorates offers them the best chance at a positive outcome. Additionally, you'll avoid late reporting fines and can lower overall claims costs—which in turn helps keep your premium low.

How to report an injury

Your workers' compensation claims are handled by **Broadspire Claims Management**.

PHONE 1-866-248-2099

FAX 678-937-8210

EMAIL methodinsurance@choosebroadspire.com

ONLINE choosebroadspire.com/fileaclaim

**A First Report Of Injury Form is required if reporting injuries via online, email or fax.*

INFORMATION YOU WILL NEED DURING THE CLAIMS PROCESS

NOTE: Report injuries as soon as possible, even without all information

- Insured name
- Policy number
- Name, number, and fax of the person to contact for issues involving this claim
- Description of the incident *including specific injuries and/or illness*
- Location, date, and time of incident
- Injured employee's information:
 - Name
 - Address
 - Phone Number
 - Social Security #
 - Location where they work
 - Description of employee's ability to work
 - All other information as required.