

SRSConnect

How to Report a Work-Related Injury

When one of your employees has been injured at work, how do you take control of the situation? If the event is a medical emergency, seek immediate care for the employee from the nearest emergency medical provider or facility. Then follow these easy steps and immediately file your claim:

1. Get the facts.

Find out as much as you can about the injury and obtain the employee's personnel file whenever possible.

2. Gather all supporting information.

Review the questions below and try to obtain as much supplemental information as you can before you contact *SRSConnect*.

3. Report the claim immediately.

Don't delay in calling just because you don't have all the information. Timely reporting is essential. You can gather and report any missing information at a later date.

Our dedicated team of representatives is available to process your loss reports – by telephone, fax, e-mail or Internet – 24 hours a day, 7 days a week.

- **Phone:** 1-866-880-1SRS (1777)
- **Fax:** 1-866-879-4SRS (4777)
- **E-mail:** reportclaim@SRSConnect.com
- **Internet:** SRSConnect.specialtyriskservices.com or via our Web site, www.specialtyriskservices.com and click on the "Report a Claim" link.

Information You Will Need to File Your Claim With SRSConnect

The three most important pieces of information you should have before calling *SRSConnect* are:

- What is the gender and marital status of the injured employee?
- How many dependents does the injured employee have?

Account Number: _____

Parent Company Name (or Program Name): _____

Location Code: _____

(continued on back)

The *SRSConnect* representative will also ask for the following information about the injured employee:

- What is the name, date of birth, address and phone number of the injured employee?
- What is the Social Security number of the injured employee?

SRSConnect

The only number you need to report a work-related injury

1-866-880-1SRS(1777)

(United States and Canada)

Account Number: _____

Parent Company Name
(or Program Name): _____

Location Code: _____

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SPECIALTY RISK SERVICES

(SRSCoconnect questions, cont.)

- What is the injured employee's date of hire and length of time in current position?
- What is the injured employee's hourly or weekly wage?
- What was the cause of the accident (slip & fall, struck by an object, etc.)?
- What type of injury did the employee experience (pulled muscle, laceration, etc.)?
- Where was the injured employee treated (name, address, phone number of medical provider or facility)?
- Did anyone witness the accident? If so, who?
- When did the accident take place (time, date)?
- When was the accident reported to you, (time, date) and by whom?
- Do you have any reason to question this injury?
- What are the estimated number of days the employee will lose due to injury?
- What is the estimated return to work date?

Research has proven that the earlier a loss is reported, the quicker the claim can be resolved – and the lower the overall cost of the claim.

Reporting the accident immediately through SRSCoconnect allows you to take control of the situation. After you've filed your claim, SRSCoconnect electronically routes the information to an SRS representative, who will investigate and resolve the claim – quickly and fairly! After the claim has been reported, you will receive confirmation and a claim number for your records.

Don't Delay. File Today.



www.specialtyriskservices.com