



## EMPLOYEE INCIDENT OR WORK-RELATED INJURY FORM

\*Please use this check list as a guide to make certain that your incident form is filled out in its entirety and to the best of your ability. Utilizing this extra step will help us ensure your claim submission will be proficiently processed.

### Remember to:

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- Submit your claim within **24 hrs.** or as soon as possible.
- Take a **"Note to Physicians Form"** and a **"Work Capabilities Form"** if it seems like you will be missing more than **seven days** from work and bring them to your treating physician.

### Before submitting:

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- Always** review your incident form before submission for any misspellings, or missing descriptive details surrounding the incident.
- Always** include a Signed Witness Statement form if applicable.

### When Submitting:

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- Make sure your incident form has been **signed upon submission.**

### After Submission:

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- Always** remember to submit to any updates or additional documents to your school/building to better assist you in your return to work. (I.E. Work capabilities form)
- Always** receive a copy of your incident form.
- Always** be sure to follow-up on your claim submission if you haven't been contacted within 3-4 business days by the insurance company or the District Absence Claims Manager.