

# EMPLOYEE INJURY & WORKERS' COMP

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**Process for reporting Workplace Injuries:**

**Workers' Compensation Insurance requires that injuries be reported immediately.**

**Failure to do so may result in denied benefits.**

1. **Employee** completes “**Employee Work Injury Report**”. Employee should fax/email a copy of the Injury Report to the supervisor and send the original to the Business Office ~ **The day of the incident**
2. **Supervisor**/or assistant completes“**Supervisor Report of Injury**” online and notifies Business Office of injury and completed Supervisor Report of Injury via email ~ **Immediately upon notification of the incident**
3. If injured employee is being seen by physician he/she should take“**Report of Workability**” at the time of initial visit

[Employee Work Injury Report](#)

To be filled out by employee the same day of the injury

[Report of Workability](#)

To be taken by injured employee if being seen by physician