



# Reporting an Injury at Work

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1. Seek first-aid or emergency medical attention if needed.
2. Inform your supervisor immediately.
3. Complete an [Employee Incident Report](#).
  - \* If no medical attention is needed, stop here.
  - \* An employee incident may not require professional medical attention or Workers' Compensation benefits; however, all employee incidents need to be recorded so facts of the injury, or near-miss, can be gathered to prevent future incidents and reduce workplace hazards.

## If medical care is needed:

1. Inform your supervisor and HR.
2. Contact NEWESD 101 Workers' Compensation Claims Department at (509) 789-3516 or (800) 531-4290 to file a formal Workers' Compensation claim and obtain a claim number.
  - a. Report the incident has occurred.
  - b. Provide details of the incident to the claims staff.
  - c. Obtain a claim number.
3. Visit a medical provider.
  - a. Inform the medical provider that this is a work-related incident.
  - b. Provide the medical provider with the claim number you received from NEWESD 101. If you do not have a claim number yet, call NEWESD 101 from the provider's office to get a claim number.
  - c. Instruct the medical provider to forward ALL claim information to:

NE WA Workers' Compensation Cooperative (NE WA WC)  
NEWESD 101  
4202 S. Regal Street  
Spokane, WA 99223  
Phone: 509-789-3516  
Fax: 509-789-3780

- d. Complete the Physician's Initial Report (PIR) which is provided by the doctor
- e. DO NOT COMPLETE the L&I State Fund claim form.
- f. Obtain a note with your return to work status from the provider
- g. If needed, schedule a return appointment with a provider in the L&I medical provider network.

## What do I do after each medical visit?

1. Call NEWESD 101 Workers' Compensation Claims Department to report your work status.
2. Report your return to work status to HR and your supervisor IMMEDIATELY.
3. Give HR and NEWESD 101 Workers' Compensation Claims Department a copy of your work status note.