

INSTRUCTIONS FOR COMPLETING A WORKERS' COMPENSATION CLAIM

HEYWORTH COMMUNITY UNIT SCHOOL DISTRICT #4

The injured employee needs to report his/her work related accident/injury/illness **right away** to their immediate supervisor. The Unit Office also needs to be notified as soon as possible.

The attached forms are to be completed even when there is no hospital or doctor visit involved. A problem could arise at a later date. We have to have the paperwork done when the problem starts.

When you are injured at work:

- 1) **Notify your supervisor** immediately & get a **Workers Comp Packet**.
- 2) There is a list of **Approved Workers Comp Hospitals, Prompt Cares etc.**
- 3) There is an **Instant Access Pharmacy Card** – This allows you to get the prescriptions for free (for your claim).
- 4) The supervisor needs to complete the **SUPERVISOR'S REPORT** , making sure to sign and date at the bottom.
- 5) The injured employee needs to complete the **AUTHORIZATION FOR MEDICAL RECORDS AND REPORTS** and **WORKERS COMPENSATION INJURY REPORT** forms.
- 6) All forms are to be sent to the UNIT OFFICE as soon as possible to submit to insurance co.

Make sure to tell the hospital and/or physician it is a Workers' Compensation injury.

They can call the unit office to confirm and get claim/ billing information.
Call 309/473-3727; and ask for Amy.

Workers Compensation Company:

Berkley Net
Claims Management
12701 Marblestone Drive; Suite 250
Woodbridge, VA 22192

Phone: 877-497-2637
Online: www.berkley.net.com