# REPORTING OF INJURIES

## TELEPHONIC

## Reporting Instructions

**Call Toll Free 1-877-656-RISK (7475)**
**24 Hours A Day / 7 Days A Week**

**Claims should only be reported by a supervisor.**
**Employees cannot call in their own claims.**

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As soon as possible after the accident call with the following information:

- Name and Address of Injured Employee
- Name, Address and Telephone Number of Employing Agency
- Social Security Number of Injured Employee
- Age and Sex of Injured Employee
- Date & Time of Accident
- Description of Accident (How, Where, Why)
- Type of Injury (cut, scrape, burn, etc.)
- Exact Part of Body Injured
- Hourly / Weekly / Monthly Wage
- Name and Address of Physician / Hospital
- Has Injured Employee Returned to Work?

Supervisors should call to report injuries within 24 hours of an accident. Reporting should be delayed only long enough for the supervisor to take the employee to the doctor.

Once a claim has been reported through the Telephonic Reporting System any correction to the above information should be made by calling your dedicated DOAS Workers' Compensation Specialist. A copy of the completed first report of injury will be faxed to both the number designated by your agency and your DOAS Workers' Compensation Specialist within 24 hours of the report.

*Only injuries requiring medical care or lost time from work should be reported to the Telephonic Reporting Center. Injuries requiring only first aid or requiring no medical care should be recorded within the agency as an incident only*

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**404-656-6245**