**Workers Comp Claim Checklist**

Follow these steps when someone is injured on the job.

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| **Item** | **Action** |
| * Is the employee seriously injured? | Stop working on this and call 911 or otherwise get them to a Hospital as necessary. Then come back and finish reporting the claim within 24 hours. |
| * If employee wants medical treatment | Send them to a Local Doctor’s Care or Urgent Care. **Send them with the Authorization Letter so that the doctor will see them.** Then finish reporting the claim within 24 hours. |
| * If the employee says they are fine and do not want medical treatment. | Still report the claim within 24 hours. This will create a record in case the employee starts hurting later. |
| Employee Report of Injury | Employee fills this out. Serves as a record of what happened *in their own words*. |
| FROI – Form 12A | The EMPLOYER fills this out. It summarizes what happened (use the employee’s report as a reference), as well as other information about employment useful for the claim. It is a South Carolina State standard required form. |
| Send Report of Injury and FROI – Form 12A to the Workers Comp Carrier Amerisure | Scan and email the forms to [newclaims@amerisure.com](mailto:newclaims@amerisure.com)  or call/ fax to the numbers  **South Carolina - Reporting a Claim**  Phone: 800-532-6230  Fax: 704-510-8327 |
| Employee Gets Treatment | Amerisure will coordinate all of the employee’s doctor’s visits and expenses. **It is important to note that if they go another doctor, neither worker’s comp nor their personal insurance will want to pay.** |
| Employee may miss time from work | If they must miss time to recover, stay in contact with them. Ask how they are doing periodically. It’s in your best interest for them to stay engaged and get back to work, as the longer they are out the higher your workers comp premium goes.  **Check to see if FMLA Applies. Call HR if questions.** |
| Employee may return to work with restrictions | If they have restrictions, again, it’s in your best interest to get them back to work, and working Light Duty. |
| Release to full duty | If they were out, they need a release from the doctor to return from full duty. |

Any questions, contact the Diocesan Human Resources Department.