



Worker's Compensation Claim Reporting Guidelines for Employees

**If there has been a workplace injury or accident,
please take the following action:**

- 1. If it is a life-threatening emergency, seek medical attention immediately and inform the hospital that it is a workplace injury.**
- 2. Inform your employer of the injury.**
- 3. Call our Worker's Compensation Hotline at 866-233-7024 within 24 hours of the injury to report the claim and begin the process to receive benefits.**

Timely reporting of accidents is important because:

- ❖ Early access to medical care may decrease recovery time!
- ❖ The claims adjuster will need ample time to investigate incidents and make the appropriate decision about your benefits.
- ❖ In most states, there is a waiting period of 7 days before compensation is dispersed. The sooner you report the claim to Morning Sun, the sooner the clock starts on this waiting period.