**FIRST REPORT REMINDER CHECKLIST**

**Things to remember when filing a workers’ compensation claim:**

1. File a claim upon notice from the employee that they have incurred an alleged on the job injury. This is an Alabama Workers' Compensation statutory requirement.
2. Failure to report the claim could result in the denial of the claim and benefits.
3. The claims department is limited in what they can do on a claim before they receive a first report. However, they are here to help assist you in getting started and following procedures.

**Things to do when you have an on-the-job injury occur:**

**1. Initiate medical treatment:**

* Decide level of care needed: First Aid, authorized company physician, urgent care, emergency room
* Follow your medical protocol. If you do not have one a sample medical protocol can be found[**here**](https://alacompins.com/uploads/files/7-Sample_Medical_Protocol_and_Letter.pdf). Please contact the [**Claims Department**](mailto:claimsquestions@alacompsins.com?subject=Medical%20Protocol%20Assistance) for assistance.

**2. Obtain information from the employee and witnesses regarding the injury:**

* Confirm time and date of injury.
* In cases of severe injury, please contact us immediately so we can assist to get things started immediately. 334-215-8234, ask for claims.
* Determine the nature of injury, body parts affected, and the cause of the injury as required by the State. The codes for your first report are found[**here**](https://alacompins.com/uploads/files/2-First_Report_of_Injury-Altered.pdf).
* Complete a thorough investigation to include written statements from witnesses and provide security footage when possible. If you need additional information on accident investigation, please visit our [**online safety library**](https://alacompins.safetylibrary.net/login/).

**3. Complete & File Report of Injury – 3 ways to do this:**

* [**AlaCOMP portal**](https://portal.alacompins.com/portal)
* Email: [**claimsfirstreport@alacompins.com**](mailto:claimsfirstreport@alacompins.com)
* Fax: (334) 215-8480

**4. After filing the first report:**

* If additional information is needed, a claims assistant or adjuster will contact you. Your prompt attention to these requests is much appreciated.
* Keep open communication between all parties. It is beneficial to the overall handling of the claim when the employer, the adjuster and the employee are all up to date.
* Please contact the claims department regarding all medical referrals (e.g. therapy, imaging, physicians).
* When possible, have the injured employee provide any work excuses after each physician’s visit – this can be done in person, or by text or email if they cannot provide in person. This has the advantage of keeping in touch and being able to address work availability immediately.
* When possible, provide light/modified duty even if it is on a reduced schedule and/or wages.
* Don’t forget to complete wage statements and returned as soon as possible. A copy of the form can be found [**here**](https://alacompins.com/uploads/files/5-Wage_Statement_Altered.pdf).
* Advise us promptly of any injured workers’ work status so that benefits are adjusted accordingly. This includes light duty accommodations, return to full duty, or off work.

**For a more complete and thorough guide to claims handling click** [**here**](https://alacompins.com/uploads/files/Claims_Reporting_Guide.pdf)**.**

Any questions can be sent to [claimsquestion@alacompins.com](mailto:claimsquestion@alacompins.com). We are here to assist you!