

Workers Compensation Reporting Guidelines Checklist

1. Report the Claim Immediately: It's important to report the claim as soon as possible to the Claims Department. Delays can result in complications that may not only delay the processing of the claim but also result in penalties. **Per the OK Worker's Compensation Act, an Employer has 10 days after notice of an injury to complete a CC-Form 2 and forward it to the Claims Department. Failure to do so could result in a \$500 penalty.**
2. Provide Accurate Information: When reporting the claim, make sure to provide accurate and complete information about the Employee, the injury, and the circumstances surrounding the incident. If there are witnesses, please obtain a written statement. If you have video of the incident, please save this as the Claims Department may need to review it.
3. Complete the Necessary Forms: You'll need to complete certain forms and provide specific documents to the Claims Department when reporting a Worker's Compensation claim. Please fill out these forms completely and include **all** required information and documentation. (CC- Form 2).
4. Follow Up Regularly: Keep track of the progress of the claim and follow up regularly with the Claims Department to make sure everything is being handled appropriately. This will help ensure your employee receives the benefits they are entitled to as quickly as possible.
5. When medical treatment is necessary, be sure to have the Employee advise the Medical Provider this is a work-related event. **The Employee should NOT provide their personal health insurance information to the Medical Provider. When this happens, it can create challenges with payments. Additionally, if the Employee's personal health insurance is billed, the Employee will start receiving bills and if not paid, the provider can send the account to a Collection agency. We DO NOT want this to happen.**

Claims Handling Provided by:

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By following these Guidelines, you can help ensure your Workers' Compensation claims are processed quickly and accurately, and your Employees receive the benefits they are entitled to under Oklahoma law.