



Workers Compensation Reporting Guidelines Checklist

1. **Report the Claim Immediately:** It's important to report the claim as soon as possible to the insurance pool. Delays can result in complications that may not only delay the processing of the claim but also result in penalties.
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.
3. **Complete the Necessary Forms:** You'll need to complete certain forms and provide specific documents to the ACCO/County Claims when reporting a workers' compensation claim. Make sure to fill out these forms correctly 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 ACCO/County Claims to make sure that everything is being handled appropriately. This will help ensure that your employee receives the benefits they are entitled to as quickly as possible.
5. **When medical treatment is necessary,** be sure to advise the medical provider this is a work-related event. Please **DO NOT** provide your 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 can start receiving bills and if not paid, the provider can send the account to a collection's agency. We **DO NOT** want this to happen.

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By following these guidelines, you can help ensure that workers' compensation claims are processed quickly and accurately, and that your employees receive the benefits they are entitled to under Oklahoma law.