

# Strategic Comp Call Preparation Guide

877-836-1555

\*\*Please have your WC Policy # available before placing call\*\*



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Please have the following information prepared when reporting a claim:

## Accident Information

- Date and time of accident
- Date injury/occurrence was reported to employer
- Time the accident was reported
- To whom did employee report the claim?
- Employee's supervisor
- Accident location (street address, city and state)
- Does employer think the claim is questionable?
- What was employee doing at time of incident?
- Any other employees involved?
- Did the accident result in a fatality?
- Number of days employee expected to lose because of accident
- Last date employee worked
- First full day of work employee missed due to accident
- Is employee receiving regular salary while off work due to injury?
- Has employee returned to work?
- Date employee returned to work
- Any witness(es) to the accident?
- Name, address and phone number of witness(es)

## Employee Information

- Name
- Social Security number
- Home phone number
- Physical home address
- County in which employee resides
- Date of birth
- Gender
- Marital status
- Regular occupation
- Department in which employee regularly works
- Was employee injured in the course of their regular job?
- What language does the employee speak?
- Employee's total number of dependents, excluding the injured employee
- State in which the employee was hired
- Name, address and phone number of contact person

## Medical Provider Information

- Name of any doctor's office, clinic or hospital that treated the injured employee
- Address of any doctor's office, clinic or hospital that treated injured employee
- Name and address of treating doctor



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## 24/7 Accident Reporting Hotline 877-836-1555

This hotline service is provided exclusively to employers for reporting claims 24 hours a day, 7 days a week. Call service is provided by Great American Insurance Group, which Strategic Comp is a proud member of.

- A copy of all First Report of Injury forms will be emailed to your office within 24 hours after reporting the claim.
- For claims reported after hours, the First Report of Injury will be assigned the next business day to an adjuster for further investigation and claims handling.
- Spending a few minutes answering the questions on the reverse side of this page before you place the call will help us process your claim quickly and efficiently.

If you have any questions regarding our 24/7 Accident Reporting Hotline, please contact your Claims Specialist.



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[StrategicComp.com](http://StrategicComp.com)



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