

# Be prepared for a workplace injury before it happens.

Reporting a claim as soon as possible — ideally within 24 hours of the injury — helps employees get the care they need quickly, improves their chances for a quick recovery, and can reduce claim costs. We work with CorVel to make reporting an incident as easy as pie. Our checklist helps you know what to do if an injury happens.



## Immediately when an on-the-job injury occurs:

1

Help the injured employee get the medical attention they need. For life threatening medical emergencies, **call 911**.

2

Call the 24/7 line to report the claim at **844-581-0828**.

3

Document the following information which you will need for the claim:

- ☐ Time, date, and location of injury
- ☐ Type of injury (fall, cut, burn, etc.)
- ☐ Details on how the injury happened
- ☐ Parts of the body affected
- ☐ Names and contact information of anyone who saw the injury happen
- ☐ Do you expect the employee will need time off work to recover from their injury?
- ☐ Contact information for the medical provider that treated or will treat the employee, including:
  - ☐ Physician name or name of treatment facility
  - ☐ Phone number for treatment facility
  - ☐ Address for treatment facility
- ☐ Do you question if the employee was truly injured on-the-job? If yes, why?



### Stay up-to-date on claim status

Employees can download the CorVel My Care app at **[corvel.com/my-care-app](https://corvel.com/my-care-app)**.



### Contact information

Employees can email **[claims@pieinsurance.com](mailto:claims@pieinsurance.com)** for help with claim-related questions.