

## Claim Reporting Forms

Go to [www.vensure.com](http://www.vensure.com)

1. Click Resources (Top Right)
2. Click Client Center
3. Here you will find the following forms:
  - › Accident Investigation Reports
  - › Refusal of Medical Treatment
  - › Consent for Release of Medical Information

*\*All forms are in English and Spanish.*

**If an employee incident occurs,  
Managers must follow these procedures:**

**Employee Incident with Injury**  
Medical Treatment Administered

**Employee Incident with Minor Injury**  
Employee Refused Medical Treatment

### The following forms must be completed:

- › Employer's Accident Investigation Report
- › Employee's Report of Injury
- › Consent for Release of Medical Information
- › Witness Statement

### The following form must be completed:

- › Employer's Accident Investigation Report
- › Employee's Report of Injury
- › Witness Statement
- › Refusal of Medical Treatment

All forms must be submitted to Vensure  
within 24 hours from the Time of Injury.  
Email: [WCNewClaims@Vensure.com](mailto:WCNewClaims@Vensure.com)  
Fax: 480.289.6220