

# Claim Reporting Procedures



Vensure Employer Services, Inc is dedicated to providing the best service possible to our clients. The Claims Department works diligently with our insurance companies to guarantee proper handling of claims and best treatment for injured employees. Workers' Compensation fraud is always a concern, and Vensure will work with our insurance carriers to properly investigate questionable claims. Any employee found to be making false reports in order to obtain benefits will be submitted under court laws.

Proper claims handling starts with you. It is imperative that all claims are reported to Vensure within 24 hours of knowledge of the claim, no matter how minor the incident. In the event of a workers' compensation injury, please follow the reporting procedures below:

## REPORTS OF INJURY

1. Employer's Accident Investigation Report: To be completed by a representative of the company and faxed or emailed to Vensure within 24 hours of an injury or illness.
2. Employee's Report of Injury: All injuries, no matter how minor the injury, must be reported by the employee to their respective supervisor using this form.
3. Witness Statement: All who witnessed the incident must complete and provide this form to their respective supervisor.

The Report of Injury forms must be completed immediately and sent to Vensure via email or fax. Our email address is: [WCNewClaims@Vensure.com](mailto:WCNewClaims@Vensure.com) and our fax number is: 480-289-6220.

If you have any questions or concerns, please feel free to call Vensure's Claims Department or Loss Control.

<b>Claims email address:</b>	<a href="mailto:WCNewClaims@Vensure.com">WCNewClaims@Vensure.com</a>
<b>Claims fax:</b>	480-289-6220
<b>Claims department:</b>	480-993-2650 extension 109113
<b>Loss control:</b>	480 993-2650 extension 109115