Claim Reporting Procedures

HUMAN CAPITAL
A Vensure Employer Services Company

CLAIM REPORTING FORMS
Go to www.human-capital.com
1. Click Resources
2. Click Client Center
3. Here you will find the following forms:
   - Claims Reporting Procedures Packet
   - Consent for Release of Medical Information

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

EMPLOYEE INCIDENT WITH INJURY
Medical Treatment Administered

THE FOLLOWING FORMS MUST BE COMPLETED:
- Employer's Report of Injury
- Supervisor's Report of Injury
- Employee's Report of Injury
- Consent for Release of Medical Information
- Accident Investigation

EMPLOYEE INCIDENT WITH FIRST AID INJURY
Medical Treatment Administered

THE FOLLOWING FORMS MUST BE COMPLETED:
- Employer's Report of Injury
- Supervisor's Report of Injury
- Employee's Report of Injury

All forms must be submitted to Human Capital within 24 hours from the Time of Injury.

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