



EVEREST.

HOW TO REPORT A WORK-RELATED INJURY

When an employee has been injured at work, how do you take control of the situation? Follow these three easy steps to immediately file your claim.

If the event is a medical emergency, seek immediate care for the employee from the nearest emergency medical provider or facility.

1. Get The Facts

Find out as much as you can about the injury and obtain the employee's personnel file whenever possible.

2. Gather All Supporting Information

Obtain as much supplemental information as you can before you report the claim.

- *Policy Number
- *Name, Address, Phone, Date of Birth
- *Social Security Number
- *Date of Hire
- *Wage Information

3. Report the Claim Immediately

Don't delay in calling because you don't have all the information. Timely reporting is essential. You can gather and report any missing information at a later date.

Our dedicated team of representatives is available to process your claim at the contact information listed below:

American Claims Management (ACM)

24 Hour Toll-Free Reporting Information for Workers' Compensation Claims

Option # 1 (Preferred): Toll-Free PHONE Reporting: 1-866-671-5042

Option # 2: Toll-Free FAX Reporting: 1-619-744-5030

Option # 3: Email Claim Reporting: ReportAClaim@ACMClaims.com

FOR PREVIOUSLY REPORTED AND EXISTING CLAIMS ONLY, (PLEASE DO NOT REPORT A NEW CLAIM TO THIS ADDRESS):

Sedgwick
1-855-268-2946
9078DentalB&B@sedgwickcms.com

For additional W/C and Managed Care claim info please refer to: <http://www.everestgroup.com>