



## **Worker's Compensation Claim Reporting Guidelines for Employees**

**If there has been a workplace injury or accident,  
please take the following action:**

- 1. If it is a life-threatening emergency, seek medical attention immediately and inform the hospital that it is a workplace injury. Notify Acumen within 24 hours of the injury.**

**NOTE: If it is not an emergency, please refer to the Provider Listing you received from Acumen, or call Acumen for an updated list of medical providers in your area who are authorized to treat your work-related injury.**

- 2. Inform your employer of the injury.**
- 3. All work-related injuries (regardless of whether medical treatment is needed or not) should be reported to Acumen within 24 hours.**  
**Call Acumen's Worker's Compensation Hotline at 866-472-2297 within 24 hours of the injury.**

**Timely reporting of accidents is important because:**

- ❖ Early access to medical care may decrease recovery time!
- ❖ The claims adjuster will need ample time to investigate incidents and make the appropriate decision about your benefits.
- ❖ In most states, there is a waiting period of 7 days before compensation is dispersed. The sooner you report the claim to Acumen, the sooner the clock starts on this waiting period.