



# Employer Checklist

## Employer Reporting Pilot Project

F242-376-000 [11-2006]

### *If a Workplace Injury/Disease Occurs*

- Advise the worker that they have the choice of filing a workers' compensation claim either through you – the employer – or through a health-care provider of their choice.
- If the worker chooses to file a claim through you, provide him/her with the needed forms.
- Offer to assist the worker to complete their report of accident form and, if possible, complete your portion at the same time.
- Advise the worker that they have the right to see a health-care provider of their choice for treatment of their workplace injury/disease.
- Stress the importance of taking the health-care provider portion of the report of accident to the provider to quickly complete and submit to the Department of Labor and Industries (L&I).
- Communicate the importance of complete information and facts that will assist in the speedy processing of the claim and benefit payments.
- Submit the employer portion of the form to L&I within two days of completing it.
- Follow up with the worker to ensure that he/she has completed and submitted their section of the accident report form and sought medical treatment.
- Determine if you have some light or modified duties the worker can perform, if indicated, during their recovery period. If so, provide the worker with a copy of the job description to take to his or her health-care provider for review.
- Work with your worker and their health-care provider in an effort to successfully return the worker to the workplace as soon as possible.
- Check the status of the claim and view claim information online by registering with L&I's Claims & Account Center at [www.ClaimInfo.LNI.wa.gov](http://www.ClaimInfo.LNI.wa.gov) .