

NOTICE

WORKERS' COMPENSATION ACCIDENT REPORTING

You Have Workers' Compensation Insurance with THE HARTFORD

WHEN AN EMPLOYEE IS INJURED ON THE JOB, OR DOES NOT REPORT FOR WORK:

- 1. Inquire as to cause of absence, if unknown.**
- 2. If employee is injured on the job, or, if absence may be due to injury or illness related to employment:**
 - A. Provide proper medical attention.**
 - B. Complete the First Report of Alleged Occupational Injury or Illness form in duplicate at once. This form can be obtained from the following website:
<http://www.wcc.ne.gov/publications/form1.pdf>.**
 - C. Mail original immediately to:**

Twin City Fire Insurance Company
4245 Meridian Parkway
Aurora IL 60504

The insurer must file a report of accident or settlement, electronically, with the workers' compensation court:

- 1) within 48 hours of a death or hospitalization of 5 or more employees in one accident; and**
- 2) within 10 days of notice of all other injuries resulting in:**
 - a) lost time;**
 - b) job transfer or termination;**
 - c) medical treatment;**
 - d) loss of consciousness;**
 - e) occupational disease; or**
 - f) restriction in work or motion.**