



## What To Do In The Event of a Workers' Compensation Claim:

### Report the Injury VIA:

- **On-line:** Internet Access with Password  
Email Gina at [greynolds@ccmsi.com](mailto:greynolds@ccmsi.com) for password information.
  - **Phone:** (800) 628-5618
- Or
- **Fax/Mail (within 24 hours of the incident)**  
Completed IL Form 45 and Transmittal Form to (630) 505-3025

Whichever method you choose, please call or complete the **IL Form 45 – First Report of Injury and the Transmittal Form** within 24 hours of the loss.

### Claim Reporting Checklist

#### **At the time of the incident...**

- 1. **Report the claim via the Internet or by calling (800) 628-5618 or by faxing an Illinois Form 45 within 24 hours of the loss.** Prompt action minimizes your employee's time away from work!
- 2. **Have employee complete the "Employee Incident Report".** Get the facts while they are fresh.
- 3. **Have employee sign a "Medical Authorization".** Prompt action minimizes claim payments.
- 4. Report the incident to your supervisor immediately. **Supervisor should complete "Supervisor's Investigation Report".** Helps hold supervisors accountable and raises awareness to prevent future losses.
- 5. **Complete "Witness Statement(s)" if anyone was present at the time of the incident.** Witness may be crucial to a claim if the incident and injury facts are questionable.
- 6. **Take a photo** of the accident site if needed.

***Please complete the above information immediately after a loss and forward to your claim representative within 24 hours of the incident.***

**CCMSI**  
3333 Warrenville Road Suite 550  
Lisle IL 60523  
Phone: (800) 628-5618  
Fax: (630) 505-3025

**If you have any questions or would like an updated claim packet, please call Gina Reynolds at (800) 628-5618 ext 6004.**