

# IMPORTANT

## MANDATORY WORKERS COMPENSATION INJURY REPORTING PROCEDURE

# What to do when you get hurt on the job



➤ **In an emergency, call 911!**

➤ **In non-emergency situations ...**

**Employee:** Report the injury immediately to your supervisor.

**Supervisor:** Direct your employee to the appropriate healthcare provider from your company's medical panel. A complete list of these professionals is posted on company bulletin boards.

Contact your company's injury coordinator, listed below, who will call the Harleysville Insurance central claims unit.

**Your company's workers compensation injury coordinators are:**

**Primary**

■ NAME: Bill Jones ■ PHONE: 800-123-4567 X20

**Backup**

■ NAME: Mary Lopez ■ PHONE: 800-234-5678 X18

**Call 800.892.8877  
within 24 hours**