



## When to Report A WC Claim

Whenever a claim occurs, it is very important to notify us as quickly as possible. A claim should be reported whenever an employee suffers a work related injury and any one of the following circumstances results from this incident:

- The injured worker will need professional medical care (e.g. physician, hospital, etc.) as a result of a work-related accident.
- The injured worker will be losing time from work, regardless if medical treatment is rendered or not.
- The facts of the accident are questionable (e.g. reported late, suspicious or might not be work related).
- The employee requests a workers' compensation claim be submitted on their behalf.
- The employer receives an "Application for Adjustment of Claim" filed at the Workers' Compensation Commission alleging an employee suffered a work related injury and is claiming WC Benefits.

Even if a claim doesn't meet any of the above circumstances, it can be submitted anyway and we will record it as an "incident only."

## How to Report a WC Claim

In order to assure that Workers' Compensation claims are promptly received and assigned, while also protecting the confidentiality of your employee's non-public personal information, please report Workers' Compensation claims via the Sandner Group™ Claims Management online Claims Portal at:

- [www.sandnergroupp.com/cm](http://www.sandnergroupp.com/cm) Click on the "Claims Portal" button in the upper right of the page.

Your member ID: \_\_\_\_\_ Your password : \_\_\_\_\_

**Should you have any questions please call us at 800-419-3205**