

# *Injury Reporting Kit*



**Sedgwick CMS**  
ComplManagement Health Systems, Inc.

# Steps to take when a workplace injury occurs

## Injured Employee

- 1 Immediately report the injury to your supervisor
- 2 Complete the BWC First Report of Injury form
- 3 Seek medical treatment
- 4 Take your ID card to all appointments
- 5 Let your supervisor know that you have received medical treatment for your work-related injury

## Employer

- 1 Complete the Employment section of the BWC First Report of Injury form
- 2 Fax the completed form to CHS toll-free to 800-334-4229
- 3 Stay in touch with the injured workers while they are off work

**In emergency cases, injured workers should immediately notify their employer and seek treatment at the nearest medical facility.**

\*According to Health Partnership Program (HPP) guidelines, injured workers may seek treatment from any BWC-certified medical provider.



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