



How to Report a Work-Related Injury

When an employee has been injured at work, how do you take control of the situation?

*Follow these **three easy steps** to immediately file your claim.*

If the event is a medical emergency, seek immediate care for the employee from the nearest emergency medical provider or facility. For non emergencies your Medical Provider Network is the American Claims Management MPN. You can access the medical provider network for your injured employees by going to our website at www.ACMClaims.com or call the MPN Help Desk at (866) 671-5042.

1. Get The Facts

Find out as much as you can about the injury and obtain the employee's personnel file whenever possible.

2. Gather All Supporting Information

Obtain as much supplemental information as you can before you report the claim

- Name, Address, Phone
- Date of Birth
- Social Security Number
- Date of Hire
- Wage Information

3. Report the Claim Immediately

Don't delay in calling because you don't have all the information. Timely reporting is essential. You can gather and report any missing information at a later date.

Report a Claim 24 hrs/7 days

Online: ACMClaims.com (*Preferred*)

Phone: # 866-671-5042

Fax: # 619-744-5030

Email: ReportaClaim@ACMClaims.com

Distribute to the Injured Employee at Time of Injury:

- **Form DWC-1**
- **Facts About Workers Compensation**
- **Initial Written Employee Notification Re: MPN**