



## Workers' Compensation – New Claim Reporting

Effective January 1, 2014 all work related injuries or illnesses are to be reported to AmeriSys at the toll-free number 1-800-455-2079. If possible the employee is to be present for the call so the employee's injuries may be triaged and the appropriate medical care is provided.

If it is an emergency, call 911 to get immediate medical care for the injured employee, then call AmeriSys at 1-800-455-2079 to report the incident. To complete the required First Report of Injury or Illness, the following information will be required:

- Employee Name
- Employee Social Security Number
- Date of Incident (Injury or Illness)
- Time of Incident (Injury or Illness)
- Employee Home Address
- Employee Home Phone Number
- Employee Class Title
- Employee Date of Birth
- Employee Sex (Male or Female)
- Description of Accident
- Cause of Accident
- Part of Body Affected
- Name and Address of Agency or University (Primary Address)
- Date that Incident was Reported by Employee
- Employee Date of Employment
- Employee Salary
- Employee Work Address and Phone Number
- Employee Supervisor
- Supervisor Phone Number
- Place of Accident (Street, City, Zip)

Questions regarding work place injuries and Workers' Compensation may be directed to the Department of Human Resources, Employee Relations, tel: 561-297-0319, fax: 561-297-1256