



Workers' Compensation Claim Checklist

Checklist of steps to take in the event of a workers' compensation claim:

1. Report claims as soon as possible.
2. Call the MPN clinic and let them know you are sending your employee.
3. Provide your employee a copy of the Physician's Packet to take with them to the clinic.
4. Obtain a Work Status slip from the clinic where your employee was treated.
5. Provide your employee the DWC-1 form.
6. Provide your employee a written modified duty offer.
7. Prepare your Employers Report of Occupational Injury (5020).
8. Conduct detailed interviews and onsite investigations according to your Injury and Illness Prevention Program (IIPP) guidelines.
9. If the employee is taken off work, maintain contact with them, their assigned adjuster, and Broker.