

# On The Job Injuries

1. Upon notice of an injury (verbal, written or otherwise) supervisors shall obtain and employees will complete, a First Report of Injury. Forms are located on BHSSC's website (bhssc.org) and can be obtained from the Business Office. BHSSC has seven (7) days to submit a First Report of Injury to our Insurance Company, therefore completed, original forms should be submitted to the main office *within* three (3) days of the injury.
2. Employees can direct specific questions regarding their claim to West River Insurance. West River Insurance may contact the supervisor, employee and any witness involved in a workers compensation claim.

Your claim is being processed by West River Insurance. If you seek medical care, please give them the following contact information for you workers compensation claim.

West River Insurance

PO Box 13369

Springfield, IL 62791

Fax: 217-726-6943

Phone: 1-866-263-7400 – please reference Policy Name: BH Special Services

3. West River Insurance may request timesheets for documentation on claims. Workers Compensation payment is not made for lost work time unless an employee is incapacitated for seven (7) consecutive days.