

# Workers' Compensation Claim Instructions

*Reporting: Injured Employee's Responsibilities*

**1. SEEK FIRST AID OR EMERGENCY MEDICAL ATTENTION IF NEEDED.**

**2. INFORM YOUR SUPERVISOR IMMEDIATELY.**

**3. COMPLETE AN EMPLOYEE [Incident Report Form](#)**

An employee incident may not require professional medical attention or workers' compensation benefits;

however, all employee incidents need to be recorded so facts of the injury, or near-miss, can be gathered

to prevent future incidents and reduce workplace hazards.

**IF MEDICAL CARE IS NEEDED:**

Contact NEWESD 101 Workers' Compensation Claims Department at (509) 789-3516 or (800) 531-4290 to file a formal workers' compensation claim and obtain a claim number.

**1. WHAT DO I TELL THE MEDICAL PROVIDER?**

- Inform the medical provider that your injury is a work related incident.
- Provide the medical provider with your claim number.
- Instruct the medical provider to forward all information to:

NE WA Workers' Compensation Cooperative  
NEWESD 101  
4202 South Regal Street  
Spokane, WA 99223

Phone (509) 789-3516

Fax (509) 789-3780

- Complete the Patient Section on the Physician's Initial Report (PIR) provided by the doctor's office.
- **Do not file a L&I State Fund Report Form.**
- Obtain a note regarding your work status from your physician.
- Schedule a return appointment.

**2. WHAT TO DO AFTER EACH MEDICAL PROVIDER VISIT.**

- Call NEWESD 101 Workers' Compensation Claims Department to report your work status.
- Report your return to work status to your supervisor within 24 hrs.
- Give your supervisor and NEWESD 101 Workers' Compensation Claims Department a copy of your work status note.