

GREEN COUNTY
Workers' Compensation Claim Reporting Packet
CLAIM PROCEDURES for Aegis Corporation

The following forms must be completed immediately following a work injury or illness and faxed or sent to Human Resources office within 24 hours of the injury or illness:

FIRST NOTIFICATION OF INJURY FORM:

PAGE 1: Supervisor completes this page.

PAGE 2: **Top portion** (Employee Information, Employment History and Accident information) is completed, signed and dated by the **employee**, PLUS **Bottom portion** (Employer Section) is completed by **department head, supervisor, or designated employee** to whom work comp injuries are reported within the department. *Please be sure that correct boxes are checked to indicate if employee is off work or has not missed work.*

RELEASE OF MEDICAL RECORDS AUTHORIZATION: Employee completes and signs this form- if not seeing a health care provider right away, leave blank. Still have employee sign bottom of form in case medical treatment comes down the line.

NOTE:

It is critical for the forms to be submitted ASAP TO HR department after the incident has occurred and all 3 pages must be completed whether or not medical treatment is required.

IMPORTANT: If the injury involved **BACK, NECK, KNEES, SHOULDERS and/or HEAD and requires medical treatment**, the employee must immediately **call the County Mutual Care Line at 855-650-6580** and report the injury to the Care Line Nurse. This is **MANDATORY** for these specified injuries which require treatment.

If medical treatment is required, the following additional forms are also required:

1. **ATTENDING PHYSICIAN'S RETURN TO WORK RECOMMENDATIONS RECORD:** The physician (NOT a nurse or physician's assistant) completes this form and gives it back to the employee. The employee then returns it to the supervisor, who faxes or sends it to the Human Resources Department.

Insurance Information for Health Care Provider

Green County's Work Comp Carrier: Wisconsin County Mutual Insurance - Aegis Corporation
18550 West Capitol Drive - Brookfield, WI 53045-1925 – telephone 800-236-6885

FAX Claims to Human Resources Department at 325-1162
DO NOT SUBMIT CLAIMS directly to Wisconsin County Mutual or Aegis
Questions? Call Human Resources Department at 328-9645/328-9655