

Claim Reporting Procedures



NationalPEO is dedicated to providing the best service possible to our clients. The Claims Department works diligently with our insurance companies to guarantee proper handling of claims and best treatment for injured employees. Workers' Compensation fraud is always a concern, and NationalPEO will work with our insurance carriers to properly investigate questionable claims. Any employee found to be making false reports in order to obtain benefits

Proper claims handling starts with you. It is imperative that all claims are reported to NationalPEO within 24 hours of knowledge of the claim, no matter how minor the incident. In the event of a workers' compensation injury, please follow the reporting procedures below:

REPORTS OF INJURY

1. Employer's Report of Injury: To be completed by a representative of the company and faxed or emailed to NationalPEO within 24 hours of an injury or illness.
2. Supervisor's Report of Injury: All supervisors must have access and know the procedures for completing this form and submitting it to the right person.
3. Employee's Report of Injury: All injuries, no matter how minor the injury, must be reported by the employee to their respective supervisor using this form.

The Report of Injury forms must be completed immediately and sent to NationalPEO via email or fax. Our email address is: WCNewClaims@NationalPEO.com and our fax number is: 480-289-6220.

If you have any questions or concerns, please feel free to call NationalPEO's Claims department or Loss Control.

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| Claims email address: | WCNewClaims@NationalPEO.com |
| Claims fax: | 480-289-6220 |
| Claims department: | 480-993-650 Option 7 |
| Loss control: | 480-289-6220 |