

HARTFORD INSURANCE

Workers' Compensation Reporting Instructions

All First Reports of Injury may be reported by phone at (800) 327-3636 or faxed at (800) 347-8197. You may also report claims via Internet reporting or email. Should you wish to email a loss, a template must first be created by Hartford. Following this page, please find a blank form, which needs to be completed in order to establish email reporting. Please email the form back to your agent should you wish to report via email. For Internet reporting, please visits www.thehartford.com and do the following:

- 1) Click on "contact us" in the upper right hand corner
- 2) Scroll down to the "report a claim" section and click on "workers compensation" in the commercial (business) portion.
- 3) Completely fill out the form and click "enter" to submit the claim.

Any questions regarding lost-time payment to injured workers, unpaid invoices, etc., may be directed to your adjuster at Hartford. It is recommended that you still keep a copy of any items sent to Hartford in case any problems arise requiring your agent's assistance.

If at any time you have questions, please feel free to call your Gibson Insurance claims representative for assistance at (800) 814-2122.

Template Request Form

Please email form back to: claims, fax template teleclaim

Please provide all of the following information.

What type of template are you requesting: WC: GL: Auto: Property:

What template form would you like to use: Email: Fax:

1) Insured's Name: _____

2) Insured's policy or account number: _____

3) Permanent address where all correspondence should be sent to:

4) Claim preparer's name/title/and phone number: _____

5) Contact's name/address/and phone number for any questions about the claim: _____

6) Filing State for claims, if different leave blank: _____

7) Location code (s) that template should be made for: _____

Please provide name and email or fax number where template should be sent to when finished: _____

*There is a turn around time of 7-10 business days for template completion.

Any questions or concerns please feel free to contact Michelle Sickler at 800-762-0666 x28073.