Reporting a Workplace Injury

Workplace injuries can happen anytime, day or night. That’s why Summit gives you three ways to report injuries 24 hours a day, 7 days a week—by phone, fax or online.

Report injuries immediately

- When employees are injured on the job, you are legally responsible for promptly reporting claims. You may be subject to state fines if you wait.
- What’s more, claims costs can rise 15 to 20 percent if they are reported more than three days after the injuries occur.* That’s why it is imperative that you report a claim within three days of knowledge of a workplace injury.
- Prompt reporting ensures that everyone has the information needed to quickly provide injured workers with the best care possible.

What you’ll need to report an injury

Please note: Even if you do not have all of the information listed below, it is better to report injury as soon as possible and provide any missing information later. A login is required to report an injury online. If you do not have a login/password for our Online Business Center, please request one by clicking Log In on our homepage, then Request User ID and Password. You will receive login information within 24 hours.

- Policy number
- Name of person reporting injury
- Business name
- Address where accident occurred
- Date and time of injury
- Injured worker’s name, date of birth and marital status
- Injured worker’s address and phone number
- Injured worker’s Social Security number
- Injured worker’s occupation/position
- Description of the injury/accident
- Did the injury occur on employer’s premises?
- Location where injured worker works
- Injured worker’s date of hire
- Injured worker’s last day of work
- Has the injured worker returned to work?
- Date the injury was reported to the employer
- Was the injured worker paid for date of accident?
- Injured worker’s employee status (full/part time)
- Wage information
- Number of hours/days the employee works per week
- If the injured worker has already seen a doctor for this injury, please provide the provider’s name and phone number.

To obtain claims forms, visit our website at www.summitholdings.com and click Forms.

*Studies by Wausau Insurance Companies