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INSURANCE BROKERAGE INCORPORATED

# Employer's Responsibility for Filing a Workers' Comp Claim

**Oryx requires claims to be filed within 72 hours of an accident.**

**1) Provide first aid or medical attention**

When an employer receives contemporaneous notice of an "on the job" injury, provide first aid or medical attention if it has not already been done. The employee is normally free to choose any physician, podiatrist, chiropractor, outpatient clinic of a hospital or health maintenance organization authorized to give medical care by the Workers' Compensation Board.

**2) C-2 Employers Report of Injury**

If the time lost from work is more than the remainder of the day or shift on which the accident occurred, **or** if more than two treatments of first aid are required:

- (1) complete and sign a C-2
- (2) keep a copy of the C-2
- (3) e-mail C-2 (First Report of Injury) to [foi@oryxclaims.com](mailto:foi@oryxclaims.com)
- (4) list the injury on an OSHA 300 form

**Policyholders are subject to a \$1,000 fine and a \$2,500 penalty if claims are not filed in a timely manner.**

**3) Medical bills in connection with the injury should not be paid by the employee.**

The attending doctor should **not require such payment**. Copies of all bills should be sent to the Oryx Claims Department with a note advising the date you filed the claim.

If you feel there is other information the insurance company should be aware of, enclose a letter with the C-2. If you feel this is not a justified claim, include that information and the reasons for your opinion.

**4) All C-2s (First Report of Injury) should be e-mailed to [foi@oryxclaims.com](mailto:foi@oryxclaims.com)**