

Work Comp Claim Reporting Instructions

Work Comp claims need to be reported directly to the insurance company by the employer or employee due to the sensitive nature of the information needed to set up the claim. This email includes the information you'll need to report those claims. A loss should be reported as soon as possible after it occurs to ensure compliance with all applicable policy conditions and state-specific guidelines.

Your policy is with Everest and claims can be reported to them by phone, fax or email as follows:

Phone: 1-800-267-1676

Fax: 1-866-579-9969

Email: 5201EverestNational@sedgwick.com

Whichever method you elect to use, you will likely need the following information when reporting the claim:

- Policy Information
 - First Named Insured: Staging Solutions, Inc.
 - Policy Number: SI8WC01032-231
 - Policy Period: 01/01/2023 - 01/01/2024
- Date Of Loss
- Location of Loss
- State of Employee's Payroll
- Injured Worker's:
 - full name
 - address
 - phone number
 - social security number
- How was the employee injured
- What are the employee's injuries
- Employee's Job title and duties
- Date of hire/dates of employment
- Has the employee sought medical treatment, or will treatment be sought
- Has the injured employee missed any time for work or is the employee expected to miss any time from work due to the injury

If you report by email, we recommend using the following format in the subject line to help the carrier identify your policy and set up the claim quickly:

New Work Comp Claim / NAME OF INSURED / Policy # / Date of Injury: 00.00.0000 / Injured Worker: John Doe

Once the claim is reported, please send the loss details, claim # and adjuster's contact information to mcarroll@higginbotham.com. *Please do not send us any sensitive or protected information such as an employee's social security number or medical records.*