



New Claim Checklist

Your Injury – Our Concern

What to Do if You Are Injured At Work

As soon as practicable, report the incident to your Supervisor, Human Resources or your employer's Worker's Compensation Coordinator so they can report it to our office, even if you don't think you need medical treatment.

- Make sure your employer has your most up-to-date contact information, including phone numbers, home address and personal email.

Your employer will file your claim electronically with CM Regent Insurance Company, who will assign a Claims Representative to work with you going forward.

- If you require medical treatment, your employer will give you a copy of your Injury Report that will include your confirmation/claim number. To avoid delays, take the Injury Report with you to your initial doctor's appointment.
- When seeking medical attention for a work-related injury occurring after hours, tell the medical provider that yours is a Workers' Compensation injury. Remember to report the incident to your employer the next business day.

Your employer should give you a copy of your Provider Panel.

- A Provider Panel is a list of medical providers you must treat within the first 90 days following a work-related injury. You must sign a form acknowledging your receipt of the Provider Panel information.

****PLEASE NOTE****

If immediate emergency care is needed, go to the nearest emergency room for the initial visit. Follow-up visits should then be scheduled with a medical provider on the Provider Panel.

Write down questions you may have for your medical provider and take them with you on your first visit.

- Communicate any concerns about your treatment to your medical provider and to your CM Regent Insurance Company Claims Representative.

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The following services should be scheduled through the providers listed below during the first 90 days of a claim.

- MRI, CT, EMG – One Call Medical (800-453-0574)
 - Physical Therapy – Alignnetwork (866-389-0211)
 - Prescriptions – Corvel (800-563-8438)
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A Model of Care and Concern — How We Can All Work Together

- You can expect contact from your Claims Representative between 8 a.m. and 5 p.m. to discuss your injury and if applicable, a treatment strategy.
 - Watch your mail for paperwork that will need to be filled out immediately and returned to our office or given to your medical provider. A self-addressed stamped envelope will be included for your use for the materials that are to be sent back to CM Regent Insurance Company.
 - A pharmacy card will be issued to you once your claim has been accepted and Workers' Compensation benefits are approved. This card is to be used for all prescription purchases as prescribed by your medical provider.
 - Call your Claims Representative after every doctor appointment to relay the most current medical and return-to-work information.
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CM Regent Insurance Company wants to help get you back to your pre-accident condition as quickly as possible.

If you have any questions or concerns, please do not hesitate to call our office at 866-402-6600.

