Instructions for Filing Workers Compensation Claims or Injury Report

Complete a First Report of Incident form online (no paper forms) (should be completed first if possible with the employee whether treatment is required or not).

First Incident Report: Select “REPORT A CLAIM” at the top of the page.

Select “Report a claim online” button:

![Report a claim online button]

When prompted, enter:

Username = 0807297
Password = newclaim

From the drop down boxes choose:

Select Line of Business: Workers’ Compensation
State: North Carolina

Complete all sections. If completing as a record only, with no medical treatment or lost time, check the box record Only - no medical treatment and no lost time on the Claim Submission section.

When an employee is injured and requires treatment they most go to one of the following: Make sure to call prior to going.

Workers’ Compensation Preferred Facilities
Send all doctor's notes from the visit to Human Resources at absence@wfu.edu.