



WORKPLACE INJURY INSTRUCTIONS:

Step 1: Assess the Situation

Injured Employee: Immediately contact your Manager on Duty and inform them of your Injury.

If you are not seriously burned, bleeding or otherwise incapacitated, or you can't determine if you should see a Dr, call the 855 525 8589 claim reporting number immediately.

Manager on Duty: If the Employee is Seriously Injured, call 911.

Step 2: Take Action

Injured Employee: If you called the nurse line, do what they told you.

Manager on Duty: If the employee cannot call the 855 525 8589 number, you must call it now and report the injury.

Step 3: Documents

Injured employee: Take a screen shot of this document and either save it or take it with you to the clinic or hospital so they know how to bill your treatment. Be sure to share this info with the care facility.

Information for the Medical Facility:

The worker presenting to you is covered for Workers Compensation Coverage by
Travelers Prop/Casualty Co, Policy: UB-4R520155-26-NC-K.
Effective dates of policy 4/1/2026 – 4/1/2027

WC Billing Address:
Gallagher Bassett Services, Inc.
P.O. Box 2831,
Clinton, IA 52733
Claim Status: 866 324 5585

For Additional questions regarding coverage and adjuster information call:
LWH Consulting Services, LLC. Claims Department at:
800 851 4191 or 303 877 4086

Injured Employee: You do not need an attorney to receive these services

Questions? Call Shelly Boopor 800 851 4191 or Pat Jones 303 877 4086