



## **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

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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**