

# Workplace Injury. Take the Right Steps.

## INJURED EMPLOYEE 4-STEP PROCESS

- 1** Immediately notify your employer.
- 2** Complete the first two sections of the "BWC First Report of Injury" form as completely as possible.
- 3** This "Injury Reporting Packet" contains a CareWorks I.D. card. Show this card to each medical provider that treats your work-related injury.
- 4** Then, seek treatment from a CareWorks\* network provider.

## EMPLOYER 2-STEP PROCESS

- 1** Complete the "Employment" section of the BWC First Report of Injury form.
- 2** FAX completed form to CareWorks, toll-free, at 1-888-711-9284.  
  
Call CareWorks to report the injury, toll-free, at 1-888-627-7586.  
  
Or, report your injury over the Internet by visiting CareWorks Internet Injury Reporting Center at [www.careworks.com](http://www.careworks.com).

**In emergency cases, injured workers should immediately notify their employer and seek treatment at the nearest medical facility.**

\* According to Health Partnership Program (HPP) guidelines, injured workers may seek treatment from any BWC-Certified medical provider.

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**solution** for your business

Helping  
Simplify  
the First  
Report of  
Injury  
(FROI)  
Process