

# NOTICE

## WORKERS' COMPENSATION ACCIDENT REPORTING

You Have Workers' Compensation Insurance  
with  
THE HARTFORD

WHEN AN EMPLOYEE IS INJURED ON THE JOB, OR  
DOES NOT REPORT FOR WORK:

1. Inquire as to cause of absence, if unknown.
2. If employee is injured on the job, or, if absence may be due to injury or illness related to employment:
  - a. Provide proper medical attention.
  - b. Complete the Employer's First Report of Injury or Disease form in duplicate at once. This form can be obtained from the following website: [dwd.wisconsin.gov/dwd/forms/wkc/WKC\\_12\\_E.htm](http://dwd.wisconsin.gov/dwd/forms/wkc/WKC_12_E.htm).
  - c. Mail original immediately to:
    - d. If employee is, or will be, off work more than three days, mail copy to:

Department Of Workforce Development  
Workers' Compensation Division  
P.O. Box 7901  
Madison, Wisconsin 53707-7901