

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.**
 - c. Mail original immediately to:**

**Hartford Casualty Insurance Company
4245 Meridian Parkway
Aurora IL 60504**
 - 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**