



## WORKERS COMPENSATION CLAIMS PROCEDURE

1. Please call us once you become aware of a claim or potential claim. We will record details of the incident and report the incident to your Insurer.
2. We will then send you a set of claim forms to complete. Alternatively, claim forms can be downloaded from our website. [www.scib.com.au](http://www.scib.com.au)
3. These forms will need to be completed as follows:
  - The **Employer's Report Form** is to be completed by you
  - The **Worker's Compensation Claim Form** is to be completed by the injured worker
4. The injured worker must obtain a First Medical Certificate/First Certificate of Capacity from the Doctor he/she first consulted in relation to the injury.
5. Once the injured worker hands you his/her completed claim form and his/her First Medical Certificate/ First Certificate of Capacity, you are required to send them to your insurer within three (3) days. Please therefore send the worker's completed claim form, your completed claim form and the First Certificate of Capacity to us on the same day you receive them from the worker (fax or email will do). Please keep copies for your records.
6. As other documents are received such as further certificates and medical accounts, please send them to us to pass on to your Insurer.
7. It is important that you do not make payment to the injured worker for any wages for any time lost as a result of the injury until you have received permission in writing from your Insurer. This also applies to the payment of medical and any other expenses. Further, no admission of liability is to be made. The Insurer makes all the decisions on the liability and claim details on behalf of the employer according to the legislative guidelines.
8. If the injured worker is unable to work for more than one day and the claim forms have been completed and sent to your Insurer, he/she may take any sick leave or annual leave entitlements due to them. Please have the injured worker sign a declaration outlining the claim has not been accepted and (you) the employer is not accepting liability for the claim. Should their claim be accepted, their leave entitlements can then be reinstated.
9. Once the claim has been accepted by the Insurer the injured worker should be paid on usual pay days in the usual manner. Your Insurer will advise you as to the rate of pay the injured worker is to receive. In order to claim reimbursement of any compensation paid to the injured worker, you will need to complete a Compensation Reimbursement Invoice.

The above procedures are a summary of some of your obligations in accordance with the Workers Compensation and Injury Management Act. For advice on any aspect of your Workers Compensation insurance, please contact this office on 9841 4155.

