

## HOW TO REPORT A WORK INCIDENT/INJURY

**If your injury requires emergency treatment (loss of consciousness, excessive blood, disfigured body part, etc.), call 911 or go to the nearest hospital/emergency clinic for treatment.**

- Work injuries should be **reported to all parties within 24 hours** after the **incident/injury**, or as soon as reasonably possible. Delaying reporting may result in the claim process slowing and/or being denied.
- **REPORT** your notice of an INJURY to your **direct supervisor/recruiter/etc.** **AND on-site supervisor** if on assignment/contract.
- What **STATE** are you **WORKING in?** for all states EXCEPT - **ND, OH, PR, USVI, WA and WY**, report YOUR CLAIM directly to the Company's insurance carrier as below.
- What **COMPANY/BRAND** do you **work for?** The **insurance carrier** you call claim in to depends on **what company you work for**. Find your company below and follow the company specific guidelines provided.

For injuries occurring in the states of **North Dakota, Ohio, Puerto Rico, USVI, Washington, and Wyoming**, please contact [wc@ingenovishealth.com](mailto:wc@ingenovishealth.com) to obtain state specific reporting instructions.

For Employees of Ingenovis Health, Fastaff, US Nursing, Corazon, SpringBoard & Vista - ONLY	
Insurance Carrier:	YOU Report Claim to:
<b>Arch Insurance Company</b> Policy # 41WCI1048103 (AIC)(FL) Policy #44WCI1048203 (AIIC)(AOS) Policy Period: 1//24 to 1/1/25	<b>Gallagher Bassett</b> (Client Code: 003314) Phone: (855) 702-4822 (24/7 access) Fax: (800) 748-6159 Email: <a href="mailto:tnwclaims@tnwinc.com">tnwclaims@tnwinc.com</a>
For Employees of Trustaff, HealthCare Support & VitalSolutions - ONLY	
Insurance Carrier:	YOU Report Claim To:
<b>Milford Casualty Insurance Company</b> <u><b>Trustaff/VitalSolution</b></u> (Client Code 7814) Policy # MWC1035689 Policy Period: 9/30/23 to 9/30/24  <u><b>HealthCare Support</b></u> (Client Code 7814) Policy #MWC1036078 Policy Period: 1//24 to 1/1/25	<b>Sedgwick</b> Phone: (855) 671-9675 (24/7 access) Fax: (844) 928-3183 Email: <a href="mailto:7814TTHG@sedgwick.com">7814TTHG@sedgwick.com</a>

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**QUESTIONS/ASSISTANCE:**

For questions or additional assistance please contact: [wc@ingenovishealth.com](mailto:wc@ingenovishealth.com).