

# HOW TO FILE A TEXAS WORKERS COMPENSATION CLAIM

*Note: All employees are responsible for minimizing workplace injuries, but when an injury occurs here are the appropriate action steps to take:*

**Step 1-** For Immediate Emergency Medical Attention Call 911, Otherwise

**Step 2-** Notify Supervisor or Manager immediately regardless of severity. Failure to report your incident or injury within 8 days could lead to a denial of workers compensation benefits.

**Step 3-** Your Supervisor or Manager will be required to complete/submit the **Employer's First Report of Injury or Illness Form [DWC FORM-001 Rev. 10/05]** to **ACE PROPERTY & CASUALTY INSURANCE COMPANY**

**Claims Reporting:** Phone: 866 789-3747 Fax: 866 300-8206

*\*Do not send this form to the Texas Department of Insurance, Division of Workers' Compensation, unless the Division specifically requests a direct filing. [Workers' Compensation Rule 120.2]*

**Step 4-** A claims adjuster will contact CRISTA Ministries for additional information regarding the incident. In addition, a claims number or reference number could be provided by the adjuster.

The **Employer's First Report of Injury or Illness** provides information on the claimant, employer, insurance carrier and medical practitioner necessary to begin the claims process. In addition, details of the claimant's employment and circumstances surrounding the injury or illness are also requested.