



Number of pages including cover:

# Workers' Compensation Claim Report Fax Cover Sheet

**IMMEDIATE ACTION REQUIRED**  
**FIRST REPORT OF INJURY ATTACHED**

To: **Sentry Claims Service Center**

Fax #: **800-726-8631**

From: \_\_\_\_\_

Business Name: \_\_\_\_\_

Account/Policy Number: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Location Code: \_\_\_\_\_

Department Code: \_\_\_\_\_  
(if applicable)

**PLEASE INDICATE WHICH OF THE FOLLOWING APPLY:**

- Lost time involved
  - Employee is currently completely off work
  - Employee is currently working restricted duty or restricted hours
- Medical only claim (involving no lost time from work or wage loss)
- Record only (informational purposes only - no treatment outside the workplace has been sought or prescriptions filled)
- Questionable Claim** - Please Investigate  
(Please list concerns on a separate page, not on the First Report of Injury form)

**Due to federally mandated Medicare reporting requirements, you must report the date of birth and Social Security number on all WC claims.**

Timely reporting of accidents and losses is a critical factor in controlling Workers' Compensation costs. Delays can increase Workers' Compensation costs by 20 to 30 percent and the rate of litigation by as much as 45 percent.

Sentry provides a toll-free fax service to report accidents. It can significantly improve the timely reporting of Workers' Compensation claims by:

- Allowing investigations to start sooner and preventing the loss of critical evidence
- Providing the opportunity to implement medical cost-containment measures to ensure your employees receive quality care at a reasonable cost
- Encouraging prompt resolution of claims, reducing the likelihood of litigation and the potential of fraudulent claims

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### TO REPORT WORKERS' COMPENSATION CLAIMS BY FAX

Sentry allows you to fax Employer's First Reports to Sentry, eliminating mail delays. We will mail the completed Workers' Compensation First Report of Injury Form to your state's Workers' Compensation bureau, where applicable.

Steps to reporting claims by fax:

1. Complete your state-specific First Report of Injury Form for a Workers' Compensation claim
2. Fill out the fax cover sheet from page 1 of this document based on the specifics of the claim being reported and print off a copy of the completed cover sheet.
3. Fax a copy of the completed cover sheet and your completed First Report of Injury Form to Sentry at:

**800-726-8631**