

## REPORTING ILLINOIS WORKERS' COMPENSATION CLAIMS

You should report workers' compensation claims to us as soon as possible after a work-related injury occurs. Section 6(b) of the Illinois Workers' Compensation Act requires employers (or insurers acting on their behalf) to file reports on all accidents involving more than three lost work days. Fatal accidents need to be reported within two work days after the death; nonfatal cases need to be reported within 30 days.

**NOTE: IF THIS ACCIDENT HAS RESULTED IN THE EMPLOYEE'S DEATH,  
YOU MUST NOTIFY US IMMEDIATELY.**

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<b>INSTRUCTIONS FOR PREPARING ILLINOIS REPORT OF INJURY OR ILLNESS FORM 45</b>
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### **WHAT SHOULD BE REPORTED**

Every injury requiring medical attention by a physician, clinic or hospital facility.

### **HOW TO PREPARE THE FIRST REPORT OF INJURY**

- 1) "Employer's First Report of Illness" (Form 45) MUST BE completed in DETAIL (with particular attention to wage information) and electronically transmitted.
- 2) When describing the accident, use the following format: "Employee states that..." ) then describe the accident). If details are unknown, place "unknown" in the proper categories.
- 3) The accident description must include how the injury occurred, in detail.
- 4) Questionable cases, where the employer is not certain whether or not the matter is work related should be reported.