

Claims 101: Reporting a Claim

Use this form as a guide to report a **Workers Compensation Insurance** claim. Fast reporting is critical to ensure timely medical care and benefits.

1. Get Medical Treatment for Your Injured Employee



Select one:

Call 911 for emergency and life-threatening situations.

In-Person Appointment via MPN

Send the injured employee to a physician within our Medical Provider Network (MPN). For assistance locating a provider, call **(888) 472-9001** or visit bit.ly/FindADoctorPEI.

Telehealth Services (MPN Plus)

Immediate telehealth services are available for simple injuries such as strains, sprains and rashes 24/7 directly from emergency room physicians. Call **888-472-9001**. Learn more: bit.ly/MPNPlus.

2. Report Claim to Preferred Employers



Choose one of the following options to report your claim:

Online: bit.ly/ReportAClaimForm

Phone: [888-472-9001](tel:888-472-9001)

Email: firstreport@peiwc.com

Fax: [619-688-3913](tel:619-688-3913)

3. Complete the Following Forms with Injured Employee

Form 5020

Reporting online will auto-generate this form. California law requires employers to report **within five days** of knowledge every occupational injury or illness which results in lost time beyond the date of the incident OR requires medical treatment beyond first aid.

DWC-1

Please remember to provide a **DWC-1** to your injured employee **within 24 hours** of employer knowledge. During this time, please gather wage information, note the machinery and names of any employees who were involved in the injury for future conversations with your adjuster.

Treatment Authorization Form & Temporary Pharmacy Card

Complete the **Treatment Authorization form** and have the injured employee take this form with them on their first doctor visit to expedite care. This form also includes a temporary pharmacy card for initial medications if needed.



Cal/OSHA Form 300

Record the injury or illness on the **OSHA Log Form (300)**. If a fatality or serious injury/illness has occurred, you must report the incident to the nearest Cal/OSHA office **within 8 hours**. To find the nearest Cal/OSHA office call **(510) 286-7000**.

If you suspect abuse or fraud, please report it to your Claims Examiner or via email to customerservice@peiwc.com. For additional information regarding insurance fraud, please visit the [California Department of Insurance](https://www.insurance.ca.gov/).



Access online by scanning the QR code.

Questions? Please contact the Customer Service team at customerservice@peiwc.com

peiwc.com (888) 472-9001

V 2025.05.16



Preferred Employers
Insurance

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