



## **HOW TO REPORT A WORKPLACE INJURY**

**If immediate medical attention is required:** Direct the injured employee to the nearest urgent care clinic or emergency facility. Then **report the injury within 24 hours.**

**If immediate medical attention is not required:** Report the injury as soon as possible to have a claims adjuster assigned who can authorize medical treatment.

**Florida law requires all workplace injuries be reported within 7 days. If injuries are not reported timely, the State of Florida can fine you up to \$2,000.**

### **To report a workplace injury:**



844-740-7007



claims@serviceinsurance.com



serviceinsurance.com/claim-services

If reporting online or via email, add **FUBA** before your 5-digit policy number (no space).

Example: FUBA99999

### **Information needed to report a workplace injury:**

- Workers' comp policy number
- Policyholder contact information – name, phone number, address, email
- Employee information – name, date of birth, contact info, date of hire, SSN, job description
- Description of the accident
- Date of accident

Please contact FUBA with any questions by calling 888-262-4483 or emailing fubawc@fubaworks.com

*Claims service provided by Service Lloyds Insurance Company*

*Provider bill payment address: Service Lloyds Insurance Company PO Box 26850 Austin, TX 78755*