

Dear Valued Policyholder

Subject: Alabama Workers' Compensation Claim Service

Thank you for entrusting Berkley Southeast Insurance Group with your insurance needs. Our goal is to provide quality insurance products and excellent claim service that exceeds your expectations.

We are providing you with access to your Workers' Compensation Claim Service Kit to assist you with reporting your workers' compensation claims, as well as answer some general questions. You will also be able to access other states that we handle from this link. **Please set this link as a favorite on your tool bar so that you have easy access to us when your need to call on us.** The following tools are available via our WC website (<http://berkleysig.com/WC-kits-ALLSTATES.php>):

- The Alabama state site can be found at <https://labor.alabama.gov/wc/workers-compensation.aspx>
- Workers' compensation required state poster (WCC#1)
https://labor.alabama.gov/docs/posters/wc_information.pdf
- **Claim Reporting Procedures:** Instructions for reporting and handling workers' compensation claims.
- **Claim Service Team:** Contacts to assist you with claims and claims reporting.
- **Workers' Compensation First Report of Injury (WCC#2)**
https://labor.alabama.gov/docs/forms/wc_froi_new_with_different_margins.pdf: This is the state form for reporting occupational injury/illness claims. Additional copies of this form are available, without cost, from the Alabama Department of Labor or by accessing their website at <https://labor.alabama.gov/wc/workers-compensation.aspx>
- **Wage Statement:** If an injured worker is disabled and out of work for four or more days, he/she may be eligible for compensation. The average weekly wage is based on the prior 52-week wage history which will be needed by the adjuster in order to properly calculate benefits. Our website has a wage statement for your use.
- **Pharmacy First Fill Form:** Instructions for getting your employee's initial prescription filled at no cost to him/her is included.
- **Guide to Cost Containment and Modified Return to Work:** Guide to steps you can take to protect your assets and control your exposures.
- **Fraud Posters:** Multiple fraud posters in English and Spanish versions.

Remember, the sooner you report an injury, the sooner we can help.

Upon review of this information, or at any time in the future that you have questions or concerns, please do not hesitate to give me a call.

We look forward to being of service to you.

Chris Calloway (678-533-3418)
Workers' Compensation Claim Director