



# ATLANTIC CHARTER

INSURANCE COMPANY

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## Five Step Workers' Compensation Checklist



Complete the Employee Incident Report.



If the employee requires medical attention, direct employee to your preferred medical provider.



Complete the Supervisor's Investigation Report.



Determine whether a lost time claim or a medical only claim needs to be filed.



Maintain frequent contact with injured employee.

If you have any further questions please contact us at: (617) 488-6500