

WHAT TO DO WHEN AN ACCIDENT OCCURS

Employee Reports Incident to Supervisor



**Get Employee Appropriate Medical Care!
(Send Authorization Forms with Employee)**



**For Life-Threatening Injuries,
Call 911 Immediately and Then
Call Us at 1-800-226-0666**



**For Non Life-Threatening Injuries,
Call Us at 1-800-226-0666
You May Send Injured Workers to the Closest
Walk-In Clinic or Hospital
(Send Authorization Forms with Employee)**



**Your Call Will Be Answered
by FFVA Mutual Claim Staff**



**FFVA Mutual Claim Staff
Will Complete the First Report of Injury**



**A Claim Number is Assigned and All Parties
Will Receive the Appropriate Paperwork
to Comply with
State Workers' Compensation Regulations**