

# Preparing to file your Workers' Compensation Claim



## Accident Information

- Complete the **First Notice of Loss form** in this packet
- Date of accident
- Time of accident
- Date injury/occurrence was reported to employer
- Time the accident was reported
- To whom did employee report claim?
- Employee's supervisor
- City and state where the accident occurred
- Does employer think the claim is questionable?
- What was employee doing at time of incident?
- Did the accident result in a fatality?
- Number of days employee is expected to lose because of accident
- Last date employee worked
- First full day of work employee missed due to accident
- Did the employee receive salary continuation (pay while off work due to injury)?
- Has employee returned to work?
- Date employee returned to work
- Was the accident witnessed?
- Name, address and phone number of witness(es)

## Employee Information

- Name
- Social Security Number
- Home phone number
- Physical home address
- County in which the employee resides
- Date of birth
- Gender
- Marital status
- Regular occupation
- Department in which employee regularly works
- Was employee injured in the course of their regular job?
- What language does the employee speak?
- Employee's total number of dependents excluding the injured employee
- State in which the employee was hired
- Name, address and phone number of contact person

## Medical Provider Information

- Name of clinic/doctor's office where employee sought treatment
- Name of treating doctor at clinic/doctor's office
- Clinic/doctor's address
- Clinic/doctor's phone number
- Name of hospital where employee sought treatment
- Hospital address

**[GAIG.com/Trucking](https://GAIG.com/Trucking)**



## To report your claim:

1

Complete the ***First Notice of Loss form*** in this packet.

2

Call Great American Insurance Group's Trucking Division Claims at **1-800-297-1971**.

## Preparing To File Your Workers' Compensation Claim

Gathering complete and accurate information is the first step towards a fair and timely resolution of your claim. When you contact Great American Insurance Group Trucking Division Claims to report a claim, our claims representatives will conduct a telephone-based accident investigation survey. Spending a few minutes answering the questions on the back of this page before you place the call will help us process your claim more efficiently — and remember: we're here 24/7!

Shortly after we complete the accident investigation survey, Great American will contact you several times:

- We'll call to introduce the claims professional assigned to you, if applicable.
- You'll receive a paper copy of the information we received over the phone (the "loss notice" or "claim report").
- We'll send you a letter to confirm that your claim has been filed.

Calling ***Great American's Trucking Division Claims*** will minimize paperwork and recordkeeping for you. Our thorough investigation of each accident can help you identify risk factors that may contribute to unsafe workplace conditions.

Great American supports modified duty and return-to-work initiatives and will assist in any way we can to return your injured worker to the job. It's our goal to create a safer work environment for you and others at your company!



301 E. Fourth St.  
Cincinnati, OH 45202

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