

# 5 Fast and Easy Tips to Handle Your Workers' Compensation

## 1 REPORT CLAIMS QUICKLY

Claims reported within 24 hours of occurrence have lower overall claims costs. Immediate response from our claims staff can get your injured worker necessary medical attention and streamline billing for doctors' visits and any prescriptions.

Even if you would like to pay the claim out of pocket — allow us to administer the claim and you'll benefit from our expertise in managing claims. Report claims online at [berkleynet.com](http://berkleynet.com), via email at [service@berkleynet.com](mailto:service@berkleynet.com) or call 800.435.1127.

## 2 POST REQUIRED STATE NOTICES

All forms and posting requirements are included in this packet. Call with questions.

## 3 REGISTER FOR SECURE ONLINE ACCESS TO YOUR POLICY AT BERKLEYNET.COM

Our web services include online bill payment info (pay via check or credit card), claims reporting, loss runs, access to your policy documents and live chat with policy services specialists. Self-register online or call policy services at 877.497.2637 to get set up.

## 4 KEEP ACCURATE RECORDS

Your premium is based on employee payroll and work classifications. Keeping accurate payroll and job records throughout the year will facilitate a smoother final audit.

## 5 WORK TOGETHER WITH BERKLEYNET AND YOUR INSURANCE AGENT

Changes in operations can have a direct impact on your premium and coverage. Discuss any potential changes in employee duties with your agent to avoid costly surprises in the future. This includes work in new states — even if it's just temporary. Notify us of changes so we can adjust your policy as needed.