

Plaxco Staffing LLC

How to Report a Workers' Compensation Claim

In order to keep your Workers' Compensation costs down and to protect all parties involved in the event of an injury, it is important to report injuries and file a claim as soon as possible. Plaxco Staffing LLC has simplified this process for you. Please use the following procedure in order to file a WC claim: Please call our Claim Department at (704) 909-2863 to report all injuries.



The following information should be provided:

- Name of Injured Employee
- Social Security Number
- Date of Injury
- Time of Injury
- Description of Injury
- What part of the body was injured?
- How did the injury occur?
- Describe the activity the employee was engaged in at the time of the injury
- Where will the employee be taken for treatment

Please note that the medical facility's first call is to the employer, so please be sure to request a drug screen and to have them contact our Claim Department at (704) 909-2863 for billing information and/or authorization to treat.

Once the employee has been treated, fax over any paperwork you receive to our Claim Department at: (704) 909-2701.