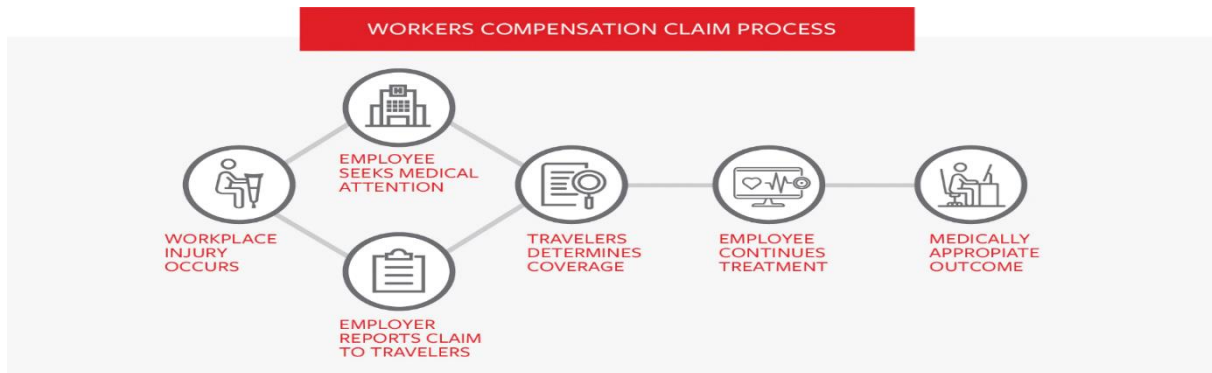




MILES COLLEGE

WORKERS COMPENSATION CLAIM PROCESS



1. Seek medical attention for your injuries

If necessary, seek medical attention for your injuries, especially if they are severe.

2. Report your claim

Your employer is responsible for reporting your claim to Travelers. As soon as you're able, notify them of your workplace injury or illness. Once the claim has been reported, Travelers may contact you to gather details about your injury.

3. Understand your responsibilities

During the claim process, it's critical that you keep your medical appointments and communicate with your employer and Claim professional so they're aware of your recovery status. Throughout the claim process, you will need to fill out forms. Some will be provided by your Travelers Claim professional and others are available in the section below. Additionally, Virtual Visit can help you keep in touch with your claim team. This option adds flexibility to your Workers Compensation experience, which can help you get back to work as soon as medically appropriate by ensuring safe and timely communication between you, your provider and your claim team.

4. Returning to work

If your medical provider releases you back to work, it is important to let your employer and your Travelers Medical or Claim professional know when your first day back will be. If you've been cleared to return to modified duties, your employer may be able to make accommodations for any restrictions resulting from your injury/illness or provide you with an alternative duty assignment.

Contact Information:

Campus Police (Write Up Incident Reports)
205-929-1720
tvandiber@miles.edu

Human Resources (Submit Claims to Travelers)
205-929-1440
mwilson@miles.edu