PComp Claims Reporting Guide

1. Claims are reported only through the online portal found on the CCAP Insurance homepage.
    a. Enter the username and password provided by the Insurance Application Specialist
    b. Sign in and follow the prompts to report a PComp claim
2. Choosing the type of incident
    a. Workers Comp should be your only option from the drop-down box
3. Enter the time of the incident
4. Under Employee Involved, click the + to enter requested information shown
    a. Choose the best suited option according to the details known at the time of reporting under Type of Injuries and Body Parts Affected
    b. Under Initial Treatment, please indicate treatment sought at the time of reporting
        aa. Medical Treatment is used if the injured worker has been seen by a physician
        bb. Minor: By Employee is used if there was no medical treatment known
        cc. Minor Clinic/Hosp is used for minor injuries treated at an urgent care/clinic or minor ER visit
        dd. Emergency Care > 24 hours is used for more complex treatment that required an ER visit however the stay was not over 24 hours
        ee. Hospitalized is used when an injured worker has been admitted to the hospital for in-patient services
        ff. Future Maj. Med Lost Time is used if you anticipate future major medical treatment which will require lost time from work
        gg. PA Only – Employee Physician is used when an employee voluntarily choose to treat with their own personal care physician
        hh. PA Only – Panel Physician is used when the injured worker sought treatment with listed panel provider
5. Enter the address where the incident occurred in the next few fields
6. Give a brief description of how the incident occurred
7. Indicate how the injury was caused
8. Indicate if there were witnesses
9. Attach all relevant documentation, including incident reports, witness reports, police reports, photos/videos, medical documents, etc.