

# **NOTICE**

## **WORKERS' COMPENSATION ACCIDENT REPORTING**

**You Have Workers' Compensation Insurance  
with  
The Hartford**

**WHEN AN EMPLOYEE IS INJURED ON THE JOB,  
OR DOES NOT REPORT FOR WORK:**

- 1. Inquire as to cause of absence, if unknown.**
- 2. If employee is injured on the job, or, if absence may be due to injury or illness related to employment:**
  - a. Provide proper medical attention.**
  - b. Complete the Employers First Report of Injury (FROI) form in duplicate at once. This form can be obtained from the following website: [www.iowaworkforce.org/wc/publications.htm](http://www.iowaworkforce.org/wc/publications.htm).**
  - c. Mail original immediately to:**

Twin City Fire Insurance Company  
4245 Meridian Parkway  
Aurora IL 60504
  - d. If employee is (or will be) away from work for more than three days, mail copy to:**

**Iowa Industrial Commissioner  
1000 E. Grand Avenue  
Des Moines, IA 50319-0209**