



ASB Workers' Comp Claims Filing Procedure

Submit all Employee's First Report of Injury:

- Any and all employee injuries MUST be reported to the employer as soon as possible;
- The employee is required to submit the Employee's First Report of Injury to their employer within three (3) business days after the injury;
- The employer is required to submit the Employer's First Report of Injury within seven days (7) of knowledge of the occurrence of the injury;
- Employer's First Report of Injury and Employee's Report of Injury, along with claim questions, should be submitted to Claims Associates, Inc. (our third-party administrator) to ensure timely filing in one of the following manners: