



## ***Workers Compensation Claims Reporting Instructions for Dean Vilella & Associates McDonald's Program***

**When a Team Member injury occurs,  
Immediately report to...**

**Toll Free 24/7: 1-866-272-9267**

**When calling in, be prepared with:**

- Store Number, Your Workers' Compensation Policy Number and name of insured (name on your policy)
- The injured employee's name, address, home/cell numbers, date of birth, social security number, date of hire, occupation/job title and wage.
- Description of accident (date of injury, where did it occur in store, what time and how did it occur)
- Description of injury (body parts and type of injury)
- Name, address and phone number of the Medical facility where treatment took place
- Name and contact information of the injured workers' Supervisor
- Name and contact information for any known witnesses

When you call, a customer service representative will guide you through the reporting process. Immediate notification of claims will help ensure a prompt investigation, enable timely claims decisions and reduce claim costs.

***Please obtain as much information as possible about the injury, but don't delay reporting it, even if all the information is not immediately available.***