

## Workers' Compensation Claims Guide

All information can be found at [www.benchmarkadministrators.com](http://www.benchmarkadministrators.com).

### Submitting A Claim

Online	–simplest way to submit a claim– <a href="http://www.benchmarkadministrators.com">www.benchmarkadministrators.com</a> click on your state and look for the “first report of injury” link
Fax	(833) 377-2098 (forms below)
Email	<a href="mailto:coverage@trean.com">coverage@trean.com</a> (forms below)
Phone	(800) 362-5198

### Medical Bills

Trean/Benchmark Administrators  
PO Box 14365  
Lexington, KY 40512

### General Correspondence

Benchmark Administrators  
PO Box 46350  
Las Vegas, NV 89114

### General Inquiries Phone

(800) 362-5198

### Forms Attached or Linked:

Notice of New Claim:	Use to fax/email a new claim	<a href="#">Notice of New Claim</a>
Form DWC-1	Use to fax/email details of new claim	<a href="#">Employer First Report of Injury</a>
All-in-One Poster	Employer Notice – to post in building	<a href="#">Notice of Insurance -English</a> <a href="#">Notice of Insurance - Spanish</a>
Definiti Rx Forms	To fill initial prescriptions for injured workers	<a href="#">First Fill Prescription Form</a>  <a href="#">Instructions - English</a> <a href="#">Instructions - Spanish</a>