

UNIVERSITY OF WASHINGTON

Instructions for Filing a Workers' Compensation Claim

Steps for filing a claim following an injury at work:

1. **Seek medical attention.**
2. **File a claim with Labor and Industries:**
 - a. Using the paper form at your doctor's office
OR
 - b. By phone at 1-877-561-FILE
OR
 - c. Online at <https://lni.wa.gov/claims/for-medical-providers/filing-claims/filefast-report-of-accident>
3. **File an incident report:**
 - a. For campus and all non-medical centers – file online through the EH&S Online Accident Reporting System (OARS):
<http://www.ehs.washington.edu/ohsoars/index.shtm>
 - b. For medical centers – file a PSN via the desktop icon or contact your Employee Health and Safety Clinic.
4. **Communicate restrictions to your supervisor.**
 - a. Also send restrictions to Claim Services at workcomp@uw.edu or 206-543-7310 (fax).