



REPORTING A CLAIM: THE SECURIS ONLINE REPORTING PORTAL

Reporting a workers' compensation claim online is easy. Simply follow these steps:

Step 1: Hop on the internet and go to the Securis website:
<https://securisinsurancepool.org>

Step 2: Click on **Claims Reporting & Nurse Triage**

Step 3: Look for the words, "Prefer to report an incident and/or submit a claim online? Click **here**"

Step 4: Click the "**here**" link, and then click "**Submit a new incident**"

Step 5: Provide the requested information

Notes:

Details such as date of birth, date of hire, and accident description will be needed when reporting a claim.

If you are reporting an *incident only* (no external medical treatment has been sought, and no claim has been created), fill out the requested information on the form page and answer **NO** to, "**Have you sought external medical treatment, or do you intend to?**" This will create an incident only notification that will be sent to your employer.

If you are an injured worker and you are *undergoing or seeking medical treatment*, answer **YES** to, "**Have you sought external medical treatment, or do you intend to?**" This will create a claim, and the claim number and preferred clinic will be emailed to you and your employer. The Securis claims adjuster will then make contact within a few business days.

The Securis nurse triage line is still available. Call 1.888.603.0144 and *press 2 for a triage nurse* who can discuss treatment options, open a claim as appropriate, etc. If an injury occurs after hours or over the weekend, we recommend using the online claims portal.

Finally, you can call 1.888.603.0144 and *press 3 for claims questions*.
