

Claim Reporting Procedures



Harbor America is dedicated to providing the best service possible to our clients. The Claims Department works diligently with our insurance companies to guarantee proper handling of claims and best treatment for injured employees. Workers' Compensation fraud is always a concern, and Harbor America will work with our insurance carriers to properly investigate questionable claims. Any employee found to be making false reports in order to obtain benefits will be submitted under court laws.

Proper claims handling starts with you. It is imperative that all claims are reported to Harbor America within 24 hours of knowledge of the claim, no matter how minor the incident. In the event of a workers' compensation injury, please follow the reporting procedures below:

REPORTS OF INJURY

1. Employer's Accident Investigation Report: To be completed by a representative of the company and faxed or emailed to Harbor America within 24 hours of an injury or illness.
2. Employee's Report of Injury: All injuries, no matter how minor the injury, must be reported by the employee to their respective supervisor using this form.
3. Witness Statement: All who witnessed the incident must complete and provide this form to their respective supervisor.

The Report of Injury forms must be completed immediately and sent to Harbor America via email or fax. Our email address is: WCNewClaims@Hapeo.com and our fax number is: (480) 289-6220.

If you have any questions or concerns, please feel free to call Harbor America's Claims department or Loss Control.

Claims email address:	WCNewClaims@Hapeo.com
Claims fax:	480-289-6220
Claims department:	800-845-5695
Loss control:	480-993-2650 extension 109115