

> Call.

- a. Complete JKC's FROI Form
- b. Pinnacol Policy #4166213
- c. FEIN: 46-5134931
- d. Call to 1-800-873-7242
- e. Pinnacol customer service representative will transfer claim information to Zurich

> Fax.

- a. Complete JKC's FROI Form
- b. Pinnacol Policy #4166213
- c. FEIN: 46-5134931
- d. Fax to 1-888-329-2251
- e. Pinnacol customer service representative will transfer claim information to Zurich

4. Take Corrective Action

- a. Determine whether injury was user error or if a safety issue caused the injury.
See supporting document: Employee/Customer Incident Investigation Report
- b. If there is a safety issue, correct immediately.

5. File any documents, forms, invoices, etc. for a worker's compensation claim in a SEPARATE binder and/or file. Employee records regarding medical treatment cannot be filed in personnel/employee files

6. Questions, claims issues, reporting issues - Contact BigRedF HR
iva.townsend@bigredf.com
303-448-9182 ext 19