How to Report a Work Injury

The information below summarizes the process for reporting a claim with our new WC provider Waypoint Mutual. As soon as you learn that one of your employees has been injured:

> **If it's an emergency call 911 or get the employee to the nearest ER immediately.**

If the employee needs non-emergency medical treatment	**OR**	If you're unsure whether the employee needs medical treatment

If the employee needs non-emergency medical treatment

Preferred Clinics:
- Any Concentra or Urgent Care clinic.

Information for provider:
- Waypoint Mutual Insurance
  Adjuster: Cheri Hunter
  Phone: 816-474-7799

- Employer Contact is Leila Lucero
  Phone: 970-240-5971, #1
  Email: LeilaL@summitsealants.com

- Return medical forms to the office with work restrictions, and the date when they can return to work.

If you're unsure whether the employee needs medical treatment

Policy Number:
- WC300-0006648-2024A
  (This may be needed for identification purposes)

- Call 24/7 Nurse Hotline at **844-454-1142** to determine the course of medical treatment.

- Waypoint Mutual Insurance
  1100 Walnut Street, Suite 3000
  Kansas City, MO 64106
  Phone: 800-374-7798
  Fax: 816-474-0609

1. Report the injury to the job foreman, who will then report to Denver office.

2. Complete the Injury Report Form via WorkBright.

3. After the injured workers' medical needs are taken care of Summit's Safety Coordinator will investigate the incident to figure out the cause so similar injuries can be prevented in the future.

4. Arrange for return-to-work.
   - As soon as a doctor clears the employee to return to work, get them back.

   - If they can't yet return to their pre-injury job due to medical restrictions, Waypoint has a few **Transitional Duty Programs** that would allow for wages to continue to be paid, which mitigates the claim costs. These light-duty temporary work assignments can be one of the following:
     - ✓ **Non-Profit Location:** Working at a food pantry, thrift store, or veteran assistance organization.
     - ✓ **Home Based:** Prepackaged kit containing easy to follow instructions for assembling small projects.
     - ✓ **Employer Based:** Involves the same prepackaged kit as the home-based, but at the office location.