



**Kansas Building Industry  
Workers Compensation Fund**  
2101 SW 36<sup>th</sup> Street  
Topeka, Kansas 66611  
785-266-4540 Fax 785-266-7953  
www.kbiwcf.com

**REPORT ALL CLAIMS IMMEDIATELY**

**TOLL FREE # 1-877-266-4540**

**Initial information required:**

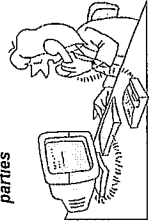
- Name of Employer
- Name of Injured Person
- Date and Time of Injury
- Injury Type & Cause of Accident
- Medical Treatment Location
- Job Site Location

**NEVER AUTHORIZE ANY TREATMENT EXCEPT "URGENT MEDICAL INTERVENTION DEEMED NECESSARY TO PROTECT THE INJURED WORKER'S WELL-BEING".**



**Employee/Supervisor  
Call KBIWCF Claims Hotline**

**Report Injury  
Triage Medical  
Complete Report  
Immediate notification/reports to all  
parties**



**Accident Reporting and Treatment Guide  
Report to KBIWCF on the Claims Hotline  
1-877-266-4540**

**EMERGENCIES:** In the event of a medical emergency, you should:

**Examples:**  
Heart Attack  
Amputation  
Loss of Consciousness  
Serious Fracture  
Profuse Bleeding  
Multiple Employees  
Choking  
Fall

1. Call an ambulance.
2. Administer first aid if trained.
3. Secure the accident scene.
4. Call KBIWCF Hotline to report the injury.
5. Complete the Supervisors Report of Injury
6. Give a copy of the accident report to your Safety Coordinator or Workers' Comp Coordinator. **Immediately.**

**NON-EMERGENCIES:  
TREATMENT**

**In the event of an injury that does require medical treatment but is not an emergency:**

**Examples:**  
Slip & Fall  
Back Injury  
Sprain/Strain  
Cut  
Wrist/Elbow Pain  
Burn

1. Respond to the injured employee.
2. Call KBIWCF Hotline to report the injury.
3. Arrange for the employee to be escorted to the **KBIWCF PREFERRED** medical provider.
4. Return to the job site with the employee.
5. Complete the Supervisors Report of Injury.
6. Give a copy of the accident report to your Safety Coordinator or Workers' Compensation Coordinator. **Immediately.**

**\*REMEMBER TO POST-INJURY DRUG TEST ALL INJURED EMPLOYEES WHEN MEDICAL TREATMENT IS PROVIDED**