**Notification - Incident Only Claim**

This letter is sent to employees who report **incident only**claims.

Dear [EMPLOYEE]:

We have reviewed the workers’ compensation claim report for your injury of [DATE]. As your injury did not result in either an absence from work or require medical attention, this report will not be forwarded to the commonwealth’s workers’ compensation claims administrator.

Should you need to seek medical attention or incur any absence from work due to this injury, please notify your supervisor **immediately**. It is important that your supervisor immediately inform this office so that we can notify the workers’ compensation claims administrator, Inservco Insurance Services, Inc. Failure to advise your supervisor may delay the processing of your claim

Should you have any questions concerning this claim, please contact me at [ADDRESS AND/OR TELEPHONE].

Sincerely,

WC Coordinator

cc: Supervisor

Note: This work-related injury does not indicate and should not be interpreted to indicate that you are regarded by the commonwealth as having a disability as defined by the ADA.