



# Kansas Builders Insurance Group

2101 SW 36<sup>th</sup> Street Topeka, Kansas 66611  
785-266-4540 Fax 785-266-7953  
www.kbig.biz

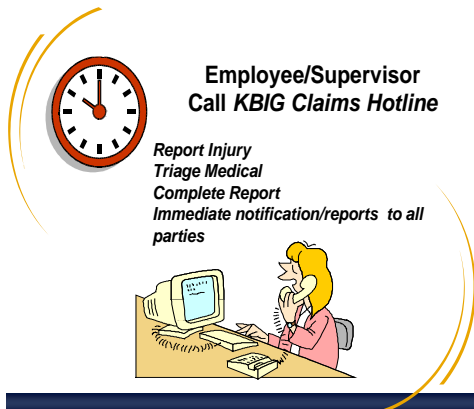
## REPORT ALL CLAIMS IMMEDIATELY

**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”.**



## Accident Reporting and Treatment Guide Report to KBIG on the Claims Hotline 1-877-266-4540 Preferred Provider List – www.kbig.biz

### NON-EMERGENCIES: TREATMENT

Use other Providers if not an emergency. In the event of an injury that does require medical treatment but is not an emergency:

#### Non-Emergencies Are:

- Minor Falls
- Back Injury
- Sprain/Strain
- Cut
- Wrist/Elbow Pain
- Minor Burns

1. Respond to the injured employee.
2. Call KBIG Hotline to report the injury.
3. Arrange for the employee to be escorted to one of the **KBIG PREFERRED** medical providers. See our website
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**

---

### EMERGENCIES:

Use Hospitals for emergencies only. In the event of a medical emergency, you should:

#### Emergencies Are:

- Heart Attack
- Amputation
- Loss of Consciousness
- Serious Fracture
- Profuse Bleeding
- Choking
- Fall From Great Distance

1. Call an ambulance.
2. Administer first aid if trained.
3. Secure the accident scene.
4. Call KBIG 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.**

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