

This pamphlet is designed to provide employers a guide to reporting a work-related injury in Wyoming. It can act as a checklist for reporting injuries. This pamphlet lists the employer's rights and responsibilities along with some helpful tips.

This pamphlet should be used as a guide only and not as a substitute for the Workers' Compensation Act or Rules and Regulations. If there are conflicts between the information in this pamphlet and the laws governing Wyoming Workers' Compensation Division, the laws will prevail.

If you have questions, please contact your claims analyst or the Customer Service Unit at (307) 777-5476 or email [dws-askmewc@wyo.gov](mailto:dws-askmewc@wyo.gov).

### Employer Rights and Responsibilities

- Report all injuries to Wyoming Workers' Compensation Division within 10 working days.
- Notify your claims analyst if you suspect the injury is not work-related.
- Perform an internal investigation immediately after the accident.
- Share all information about the work injury including internal investigations or injury reports with Wyoming Workers' Compensation Division.
- Notify Wyoming Workers' Compensation Division if your employee will miss more than three work days.
- You have the right to request a hearing if you object to a claim.
- You have the right to request a second opinion regarding an employee's treatment or surgeries.

### Questions to Ask When an Injury Occurs

- Do you believe the injury is work-related?
- Did the employee report the injury to your company within 72 hours?
- Was the employee engaged in a work activity at the time of the injury?
- Are there any witnesses to the injury?
- Are you aware of any pre-existing conditions the employee may have?
- Are you aware of any non-work activities your employee is involved in?

### Putting it All Together

- Complete an injury report form, preferably, with the injured employee, and submit the form to Wyoming Workers' Compensation Division (via mail or online) within 10 working days.
- Make sure that the injured employee and the employer representative have signed the injury report.
- If your company completes an internal investigation report or incident report, include a copy with the injury report.
- Ensure the name and contact information is provided for every witness.
- If you believe the injury is not work-related, make sure to attach a written statement with all of your reasons to the injury report.

### Tips on Reporting Injuries

- Use the most up-to-date injury report forms which can be found on our website or report online.
- Submit the injury report via fax, mail to your local field office or online at [wyomingworkforce.org](http://wyomingworkforce.org).

# EMPLOYER'S GUIDE TO REPORTING AN EMPLOYEE INJURY

- Complete the employer's full name and Wyoming Workers' Compensation Division policy number on the injury report form.
- Notify Wyoming Workers' Compensation Division immediately of any fatality or catastrophic injury.

## Providers, Injured Workers and Employers Resource System (PIERS)

PIERS is an online service for employers, injured workers and providers providing the ability to retrieve case and billing information.

PIERS can be accessed at [wyomingworkforce.org](http://wyomingworkforce.org).

## More Information

Statutes, Rules and Regulation can be found online at [wyomingworkforce.org](http://wyomingworkforce.org).

## Wyoming Department of Workforce Services Workers' Compensation Division

1510 East Pershing Blvd., Cheyenne, WY 82002  
(307) 777-5476

[dws-askmewc@wyo.gov](mailto:dws-askmewc@wyo.gov)  
[wyomingworkforce.org](http://wyomingworkforce.org)

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