

This pamphlet is designed to provide Wyoming employees a guide to reporting work-related injuries. It can act as a checklist for reporting injuries. It also lists the employee's 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).

### What to Do When an Injury Occurs

- Report the injury to your supervisor immediately.
- Seek medical attention, if necessary.
- Be ready to provide a complete explanation of what you were doing and what caused the injury.
- Make note of everyone in the area who may have witnessed the injury.

### Employee Responsibilities

- Notify your employer immediately, but no later than 72 hours of having sustained an injury.
- File a Wyoming Report of Injury with Wyoming Workers' Compensation Division within 10 work days.
- Notify Wyoming Workers' Compensation Division if you will miss more than three work days.

- If you have injured the same body part before, be ready to provide medical records to Wyoming Workers' Compensation Division about the previous injury.
- Make sure your payroll information is available for any and all income you are receiving.

### Putting It All Together

- Complete an injury report form, preferably with your employer and submit the form to Wyoming Workers' Compensation Division within 10 work days.
- Make sure that both you and the employer representative have signed the injury report and all information is current and correct.
- If you are losing time from work, make sure you complete an Application for Temporary Total Disability and give it to your health care provider, which can be found online through our web site.
- 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.

### Tips on Reporting Injuries

- Use the most up-to-date injury report forms.
- Submit the injury report via fax, mail to your local field office or online at [wyomingworkforce.org](http://wyomingworkforce.org).
- Ensure the employer's correct legal name and Wyoming Workers' Compensation Division policy number are on the injury report form. Obtain this information from your employer, if necessary.

# INJURED WORKER'S GUIDE TO REPORTING AN INJURY

- You can file your injury online or find the printable version of the Wyoming Report of Injury at [wyomingworkforce.org](http://wyomingworkforce.org).

## 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

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Another great resource brought to you by the Wyoming Department of Workforce Services



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