



# WELCOME KIT

## WORKERS' COMPENSATION

**POLICY NAME:** CUESTA COMMUNITY COLLEGE DISTRICT  
**POLICY NUMBER:** PRP4068703  
**POLICY EFFECTIVITY:** 07/01/2024 - 07/01/2025  
**CO/LOB/PRODUCT:** Safety National / Workers Compensation / Guaranteed Cost  
**TPA:** GALLAGHER BASSETT SERVICES, INC.  
Client Code 002110

### Toll-Free Claims Reporting Quick Reference Sheet for Workers' Compensation Claims:

1-888-749-1950 or [tnwclaims@tnwinc.com](mailto:tnwclaims@tnwinc.com)

To report your workers' compensation claims quickly and efficiently, please have the following information ready when you call your toll-free claims reporting service or report via the website. This is a general listing for your quick reference. Additional information may be requested based on state requirements.

Thank you for your prompt claims reporting!

#### CLIENT INFORMATION

- Insured Name and DBA (doing business as name)
- Employer Address

#### CLAIMANT INFORMATION

- Employee name
- Social Security number
- Address and home phone number
- Spouse's name
- Number of dependents
- Date of Hire
- Gross pay per week

#### ACCIDENT INFORMATION

- Exact date and time of injury
- Exact location or site code where the injury occurred
- Specific description of injury (i.e. employee slipped and fell on wet floor in warehouse)
- Safeguards or safety equipment provided to prevent injuries (where applicable)
- Name and address of claimant's physician
- Name and address of hospital