

If you are injured at work...

Filing a Workers Compensation Claim



STEP 1:

Access the situation and stabilize the injury.

STEP 2:

Report your injury immediately to the supervisor on duty.

STEP 3:

If you need immediate, emergency medical attention, please visit the closest emergency room or clinic. Non emergencies should be treated by a participating provider. Participating providers can be identified by visiting the Hanover Insurance Group website at www.hanover.com

LMG employees are encouraged to use the LMG Immediate Care Center or LMG Cornwall Urgent Care when possible.

LMG Immediate Care Center

Sterling Medical Office Park
46440 Benedict Drive, Suite 107
Sterling, VA 20164-6602
Ph: (703) 450-1125

LMG Cornwall Urgent Care

211 Gibson Street, Suite 215
Leesburg, VA 20176
Ph: (571) 707-2085

STEP 4:

Complete and **First Report of Injury**. The First Report of Injury can be found on the LMG website under the employee sections. www.lmgdoctors.com Go to section for employees and click on HR Forms. The password to the LMG employee page is "Doctors2012."

STEP 5:

Ensure that your incident is reported directly to Hanover Insurance Group. This can be done by anyone who has the details of your incident. The person reporting the incident should be given a copy of the First Report of Injury to reference when speaking with the Hanover Insurance Group representative.

Report the workers compensation claim immediately!

LMG Group Number = W26 H259181 00

Option 1: Call to report the workers compensation claim
Hanover Insurance Group 1-800-762-7788

Option 2: Submit the claim online
Go to... www.hanover.com
Select... "claims service"
Select... Under Report a Claim choose "workers compensation" under online claim reporting for business

Option 3: Email complete First Report of Injury to
WCNEWLOSSES@hanover.com

STEP 6:

Send a copy of the First Report of Injury and the claim number provided by Hanover Insurance Group to LMG Human Resources LMGpayroll-hr@lmgdoctors.com and mcolucci@lmgdoctors.com