

First Report of Injury Directions

Community Involvement Programs participates in an insurance program to comply with the Minnesota Worker's Compensation Law. This law provides benefits to employees who are injured at work.

You must contact Community Involvement Programs within 24 hours so that a First Report of Injury Form can be completed. You should also contact your participant's primary contact and inform them of your injury. You will need to provide the following information when contacting CIP:

- Your name, address, date of birth, home phone number, and social security number.
- The date, time of day, and place where the accident or injury happened.
- A description of the accident or injury including what you were doing when it happened.
- The name, address, and phone number of the doctor or hospital where you received treatment (if you received treatment)

If the injury occurs during regular business hours, please call:

Human Capital Hotline: 612.455.1245

Make sure you have all of the above information ready when you call.

If the injury occurs after hours, leave a message at 612-362-4415 including your name, time and date when you called, and when and how you can be reached to make the report. Not reporting a workplace injury within 24 hours could result in the insurance company not approving the claim.