



**MICHIGAN
CATHOLIC**
C O N F E R E N C E

WORKERS' COMPENSATION

EMPLOYEE REPORT OF INJURY FORM

In the event of an injured employee, the attached form **must** be filled out in its entirety to ensure proper handling. Once the form is filled out, it must be sent to Gallagher Bassett Services, Inc. to be processed.

The preferred way to submit all WC forms is by direct fax to:

517-351-5528 Attn: Megan

The other option is to email it to:

Megan_Allen@gbtpa.com

If neither of those options are available, please mail the completed form to:

**Megan Allen
300 W. Lake Lansing Rd.
East Lansing, MI 48823**

- If you have any questions about the form or the incident, contact Megan at Gallagher Bassett Services at 517-318-8114.
- **REMINDER:** send the completed form directly to Megan Allen at the Gallagher Bassett Services office so she can review it and verify the information. **She** will then forward it to the State of Michigan Workers' Compensation Agency accordingly.

The form is located on the State of Michigan's website and can be accessed by clicking on the following link:

[WC Report of Injury Form](#)