Injured Worker User Guide – Reporting an Incident

Reporting an Incident
All accidents/incidents will be filed online. If workers indicate that they have sought, or intend to seek, medical care, a claim for workers’ compensation benefits, via a Self-Insurer Accident Report SIF-2 will also be generated. The following provides an overview of the steps involved in reporting an incident.

When an Accident/Incident Occurs
Workers report the incident via the Puget Sound Workers’ Compensation website, pswct.org.

Completing the Form
The first step in completing the form is to choose the correct school district or member. There is a convenient Quick Search that will find the member district as it is typed.
After selecting a school district, the following screens appear for data entry. All fields with an asterisk (*) must be completed. The “Self Insured Employer Information” auto populates.

**Dependent Children**

If the worker has dependent children, there is a separate section to be completed. First the worker must click “Save and Continue” to continue with the form.

Once the form has been saved, click the plus sign (+) at the right of the screen to add dependent children.
Accident/Incident Information

After adding any dependent children, complete the Accident Information portion.

For the “Part of Body Injured/Exposed” field, workers can use a search button.
Parking Lot Accident/Incident

For the “Where did Injury Occur” field, a new section appears if the workers indicates the incident occurred in a Parking Lot.

Complete the Parking Lot questionnaire if necessary by clicking the plus sign (+) at the right of the screen to add a New Parking Lot incident.

Enter data for the Parking Lot form
Medical Care Sought
It is very important for workers to indicate if they have or will in the future seek Medical Care for this accident/incident. By selecting “yes” the claim process begins.

There is “Lookup” button for the “Business name and address where injury or exposure occurred.”

Location screen:
Additional Information
The Additional Information section is important to complete, especially if the incident becomes a claim. The worker should pay special attention to the questions related to multiple employers.

Final Section
The final section includes both required and voluntary information. The workers must check the Medical Authorization button and the Legal Notice and Release button to complete the form. Checking these boxes serves as an electronic signature.

If a worker would prefer to receive all correspondence related to their workers’ compensation claim electronically (via email), they should check this box.
Completing and Submitting the Incident

Once the form is complete and the Medical Release Authorization and Legal Notice and Release statements are checked, the form can be completed and submitted. Look to the top right of the page and click the “Complete Incident” box. The worker will receive an email from Puget Sound Workers’ Compensation Trust confirming the receipt of the submission.