# IPEP REPORTING PROCEDURES

## EMPLOYEE IS INJURED

If injury results in death or overnight hospital stay, call IPEP immediately

**800-382-8837**

## COMPLETE FORMS AND SUBMIT TO IPEP

1. First Report of Injury (Completed By Employer)
2. Supervisor's Incident Report (Completed By Employer)
3. Medical Authorization Form (Completed By Employee)

**ipepclaims@ipep.com**

**Fax 765-868-3310**

## IS TREATMENT REQUIRED?

**Yes**

Direct employee to designated OCC health clinic or ER

Contact IPEP for any referrals

**No**

Claim is set up as a record only with IPEP

Contact IPEP as soon as possible if treatment becomes necessary