

## Injury and/or Incident Report Process

### For Reporting On the Job Injuries or Incidents

- **Notice Regarding Workers' Compensation Benefits**
  - This notice is to be given to the injured employee.
- **Securis Incident Report Form**
  - This form is to be completed by the employee and reviewed and signed by the supervisor within 24 hours. Please answer all questions completely and with detail; do not put N/A, unavoidable, etc.
- **Securis On-Call Nurse Triage Line**
  - Employees must report claims directly to Securis via the On-Call Nurse Triage line (888-601-0144).
- **Sun City Fire & Medical Department Work Status Form**
  - Employees must have the work status form completed by the treating physician. The employee is responsible for sending this form to Human Resources as soon as possible after treatment.

#### Authorized Treatment Locations:

	Banner Thunderbird Clinic	Banner Estrella Clinic	Banner University Medical Center
<b>Hours</b>	Monday – Friday 7:00 a.m. – 6:00 p.m.	Monday – Friday 7:00 a.m. – 6:00 p.m.	Monday – Friday 7:00 a.m. – 6:00 p.m.  Saturday – Sunday 8:00 a.m. – 4:00 p.m.
<b>Address</b>	Paseco Medical Plaza 5601 W. Eugie Ave, Ste. 213 Glendale, AZ 85304	Estrella Medical Plaza 1 9305 W. Thomas Rd, Ste. 235 Phoenix, AZ 85037	Edwards Medical Plaza 1300 N. 12 <sup>th</sup> St, Ste. 520 Phoenix, AZ 85006
<b>Telephone</b>	602-865-5618	623-327-4100	602-255-7520
<b>Important Information</b>	There are additional Banner Occupational Medical Centers located in Gilbert, Chandler, Casa Grande, and Phoenix. The locations above are the closest locations to Sun City.		

#### For Emergency or After-Hours Treatment, Go to the Nearest Emergency Room

Workers' Compensation Benefits and Claims Administrator:

**Policy No.: 2020-SIP-AZ-035**

Securis Insurance Pool, Inc.  
P.O. Box 33037  
Phoenix, AZ 85067  
888-603-0144 (phone)  
602-200-9600 (fax)

Provider Medical Bills should be submitted by the provider to:  
P.O. Box 2882  
Clinton, IA 52733  
800-732-0153 (phone)  
858-586-2444 (fax)