



# Workers Compensation Program Instructions

## Workers Compensation Notices

Workers Compensation Notices are required in both Indiana and Illinois. These are to be posted in a prominent place in each location showing that Workers Compensation Insurance is being provided by the employer on behalf of the employees.

### Poster Resources

Indiana – Workers Compensation Notice [WCB: Posters \(in.gov\)](#)

Illinois – (Other Forms) ICPN Workplace Notice (rev. 10/11) [Forms - Resources \(illinois.gov\)](#)

### Our Work Comp Partner

Indiana Farmers Insurance has engaged CorVel Corporation as our partner in managing our members' Workers Compensation medical needs. They can provide vast resources and expertise in managing PPO Network Providers, including Pharmacy, to ensure injured workers receive the best possible care along with discounted medical and pharmacy costs. They also provide key administrative tools such as Notices to Post and Medical Panels/pharmacy locations.



Send medical bills for Workers  
Compensation claims to:

**CorVel Prime**

PO Box 6966

Portland, OR 97228

## Notices to Post



Notices to Post are required in the state of Indiana as it is an Employer Medical Choice State. These too must be posted prominently in each location. This notice provides employees with medical facilities to go to depending on need.

There must be:

- One hospital/ER listed
- Two options for medical clinics

These should also be posted for employers in the state of Illinois, but they are options as Illinois is not an employer directed medical state.

### Creating a Notice to Post

To generate a Notice to Post, go to [Indianafarmers.com](https://www.Indianafarmers.com) | [Claims](#) or scan the QR code.



- Under Claims Forms and Links, select the link [PPO Medical Provider Lookup](#)
- Under Generate Panel, click Generate
- Enter full location address in starting location
- Move distance selector until two Urgent Care, Occupational Medicine, Occupational Medicine Centers, and one Hospital populate
- Click generate
- Click view panel
- Type the name of your business in Header Page 1
- You may also select any of the additional services listed. It is not a requirement but for convenience checking at least Pharmacy would be beneficial
- Click generate
- This will create your panel which you should print and post in a prominent location at your place of business



## Reporting a Workers Compensation Claim



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To report a Workers Comp claim, go to [Indianafarmers.com | Claims](https://indianafarmers.com/Claims) or scan the QR code.



- Select the appropriate state form under the Workers Comp section of Claims Forms and Links.
- Print the form and follow the instructions to complete ALL sections of the form. This information is required for Indiana Farmers Insurance to file the claim with the state within their timeframes. Failure to file a claim timely with all required information could result in penalties being assessed.
- Once the form is completed either fax (800-468-5084) or email ([1streport@indianafarmers.com](mailto:1streport@indianafarmers.com)), and our claims department will create the claim and file appropriate state filings.

## Finding a Network Provider/Pharmacy



To find a network provider or pharmacy, go to [Indianafarmers.com | Claims](https://indianafarmers.com/Claims) or scan the QR code.



- Select the link PPO Medical Provider Lookup under Claims Forms and Links
- Search for either a Provider or Pharmacy
- Add full location address in starting location
- Move distance selector if necessary
- Click provider, facility, or leave both selected
- Click search and results will appear