

## PARTICIPANT WORKERS' COMPENSATION REFERENCE GUIDE

For reporting any work-related injury and the need to file a Workers' Compensation insurance claim please call Hays Companies at 1-800-804-9382. This number should not be used for general HR or program related questions. Please contact your program's Customer Service number for general questions.

How to Contact Hays Companies to File a Claim	
Telephone	1-800-804-9382
Hours of Operation	M-F 8:00 AM - 4:30 PM (EDT)

### What do I need in order to file the claim?

In case of after hours medical emergencies please call 911 or go directly to the nearest hospital emergency room for immediate medical attention. Claim representative will need the details of the incident (i.e. date, time, location, etc.).

### Will I need to contact Public Partnerships after I have filed the claim?

No, you will not need to contact Public Partnerships after you have filed the claim. If we need anything else, a representative from our office will contact you.

### What if I have other questions?

If you have additional questions that are not answered on the Public Partnerships website, please contact Public Partnerships of KS STEPS customer service at 855-243-8775 Monday through Friday, between the hours of 8:00am to 5:00pm CST, and any of our representatives would be happy to assist you.