

# EMPLOYEE FACT SHEET

If you are injured on the job, you need to report your claim to your supervisor immediately. This is important because your supervisor needs to complete paperwork that must be sent to Citizens Management Inc (CMI).



## Why is this important to me?

- The law requires you to notify your employer of work-related incidents.
- CMI needs the information to process your claim.
- Reporting right away keeps you from potential problems later on.

**Remember to Report All  
Accidents Immediately !!!**



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