

**FILING CHECKLIST**

This checklist is intended to outline the responsibilities of the Claims Coordinator in regards to filing the proper forms to SORM within the appropriate time frames.

Form Title	When to File	How to File	Completed
Employer's First Report of Injury or Illness (DWC1S)	Not later than the <b>fifth calendar day</b> after receiving knowledge of: a) a work-related disease, illness, or death; b) medical expenses incurred due to a work-related injury; or c) an employee's absence from work due to a work-related incident or injury.	Online entry under SORM's secure portal RMIS Copy to employee with Rights and Responsibilities	<input type="checkbox"/>
Health Care Network Acknowledgement Form	Not later than <b>three working days</b> after submitting a DWC1S in the event of an injury where the employee has to seek urgent attention, have them sign the acknowledgement form and send it to SORM immediately.	Mail, fax, or email, to SORM	<input type="checkbox"/>
Employee's Report of Injury (SORM29)	Not later than the <b>fifth calendar day</b> after submitting a DWC-1S	Mail, fax, or email, to SORM	<input type="checkbox"/>
Witness Statement (SORM74) one for each witness	Not later than the <b>fifth calendar day</b> after submitting a DWC-1S	Mail, fax, or email, to SORM	<input type="checkbox"/>
Authorization for Release of Information (SORM16)	Not later than the <b>fifth calendar day</b> after submitting a DWC-1S	Mail, fax, or email, to SORM	<input type="checkbox"/>
Employer's Wage Statement (DWC3)	Not later than the <b>fifth calendar day</b> after: a) Filing a DWC-1S b) An employee's absence from work due to a work-related incident or injury; or c) a request from SORM.	Online entry under SORM's secure portal RMIS Copy to employee	<input type="checkbox"/>
Employee's Election Regarding Utilization of Sick and Annual Leave (SORM80)	Not later than <b>five calendar days</b> after any time missed from work due to the work-related injury.	Mail, fax, or email, to SORM	<input type="checkbox"/>
Supplemental Report of Injury (DWC6)	Must be received by SORM not later than the <b>third calendar day</b> after employee: a) is unable to work; b) returns to work; c) the end of each pay period in which the employee has a change in earnings; or d) dies, resigns, or is terminated	Online entry under SORM's secure portal RMIS Copy to employee	<input type="checkbox"/>
Notification of Additional Information (SORM90)	Must be received by SORM not later than <b>one working day</b> after any change occurs, i.e., additional leave is granted or health insurance is suspended	Online entry under SORM's secure portal RMIS	<input type="checkbox"/>