

WORKERS' COMPENSATION INJURY REPORT SUBMISSION

- Sign on to **Panther Soft**
- Click on **Health & Safety Tile** on the Home Page



- Click on **Report Incident**
- Choose **Type of Injury**: (Medical Request) OR (Report Only) and click on “continue.”
- Report your Incident by following the 7 steps below:
 - **1 of 7.** Read the **Information Only: Anti-Fraud Reward Statement**. Click Next.
 - **2 of 7.** Read the “**Acknowledgement Statement**”, click “I Agree.” Save and Click Next.
 - **3 of 7. Report Incident** by entering incident details and location. Save and Click Next.
 - **4 of 7. Injury/Illness.** Choose type of incident: *No injury/illness, injury, or illness.*
If applicable, enter Injury/Illness details. Save and Click Next.
 - **5 of 7. Supervisor Information.** Enter your supervisor’s information and date that incident was reported to supervisor. Save and Click Next.
 - **6 of 7. Attachments.** Upload any relevant documentation. Save and Click Next.
For example: *DWC-25 forms, medical reports, WC Notification letters.*
 - **7 of 7. Review and Submit Injury Report.** On this step you may go back to add more information. Once you click “submit”, you are not able to make changes.
- Injured worker will receive an email to confirm that report has been submitted successfully for review by the Workers’ Compensation Assistant.
 - If additional Information is needed: Workers’ Compensation assistant will send back the report to the injured worker. The additional information must be uploaded via the **PantherSoft Health & Safety Tile**, *refer to step # 6 above*. Injured worker will be able to access the report by clicking the link provided in the email.
 - If no additional information is needed: Workers’ Compensation assistant will click approve and the injured worker will receive a confirmation email of approval.