



# Information for Workers Filing a Claim

## ***What is the Workers Compensation Board?***

The Workers Compensation Board (WCB) protects workers by providing benefits and services to help them recover from their workplace injury.

## ***What do I do if an injury occurs at work?***

- **Get first aid or medical attention**  
Tell your healthcare provider that you were hurt at work. Ask them to submit a report to the WCB.

### **Report the injury to your supervisor**

Explain how and where the injury happened and who was involved. Provide as much detail as you can. If you have a safety committee or representative, make sure that they know about your injury.

- **Complete the Worker's Report (Form 6)**  
Whether you miss time from work or not, you must complete this form. Send it to us by email at [workerservices@wcb.pe.ca](mailto:workerservices@wcb.pe.ca), mail, fax or drop it off in person.

Please do not leave the report with your employer. You must make sure that we receive the form.

Copies of the form are available at our office or online at [wcb.pe.ca](http://wcb.pe.ca)

## ***When do I report the injury?***

You should report the injury as soon as possible. We must receive your Worker's Report within six (6) months from the date of the injury.

## ***What does my employer do if an injury occurs?***

- **Provide you with first aid**  
If you need immediate medical treatment, your employer must provide transportation.
- **Complete the Employer's Report (Form 7)**  
Whether you miss time from work or not, your employer **must** complete the Employer's Report and send it to us.

Your employer must submit the report by mail, fax, or in person within three (3) days. Copies of the form are available at our office or online at [wcb.pe.ca](http://wcb.pe.ca)

Employers registered with Online Services can complete and submit the report through Online Services.

## ***What happens after I file a claim?***

Once we verify that we have everything we need for your claim to proceed, your claim will be assigned to a case worker.

The case worker may contact you, your employer, and your healthcare provider if necessary. Then the case worker will review your claim and make a decision.

If you need to pay for medical services or treatment, including prescriptions, before the case worker makes a decision on your claim, keep your receipts. You can send the receipts to us for review. If we approve your claim, we may pay for medication and treatment related to your workplace injury.

## ***If the WCB approves my claim, what am I eligible for?***

If we approve your claim, you may receive benefits and services, such as wage loss benefits, health care benefits, or rehabilitation services.

## ***For more information***

If you need help with your forms or have questions about your claim, contact us:

- **Online:** [wcb.pe.ca](http://wcb.pe.ca)
- **In person:** 14 Weymouth Street,  
Charlottetown
- **By mail:** PO Box 757,  
Charlottetown, PE, C1A 7L7
- **By phone:** 902-368-5680 or  
toll-free in Atlantic Canada  
at 1-800-237-5049
- **By fax:** 902-368-5696
- **By email:** [workerservices@wcb.pe.ca](mailto:workerservices@wcb.pe.ca)



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