Filing a New Claim

Use these instructions to help you file a claim. Simply log on to New Mexico Mutual at **newmexicomutual.com**. If you need help filing a claim, call us at 505.345.0127.

Ways of filing claims:

- **Online:** New Mexico Mutual | New Mexico's experts in workers' compensation.
- **Phone:** (505) 343-7730
- **Email:** First Report of Injury Form (E-1): NMMClaiims@newmexicomutual.com
- **Fax:** (505) 345-0656

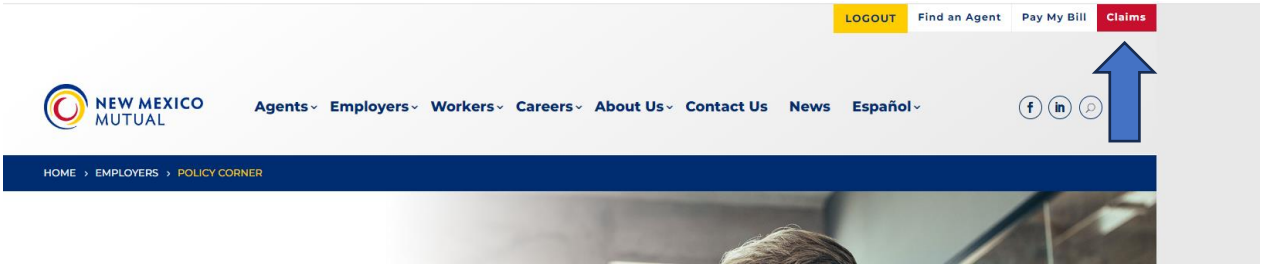
Required Information:

- First & Last name of employee
- Date of Birth
- SSN
- Date of Hire
- Job Title
- Employees address and phone number
- Date of injury
- Date employer notified
- Body part injured (left or right)
- Date returned to work
- Brief description on what happened
- Did they seek medical attention and where
- Employer contact information

Must be registered on the website to file a claim online.

Steps to file a claim online:

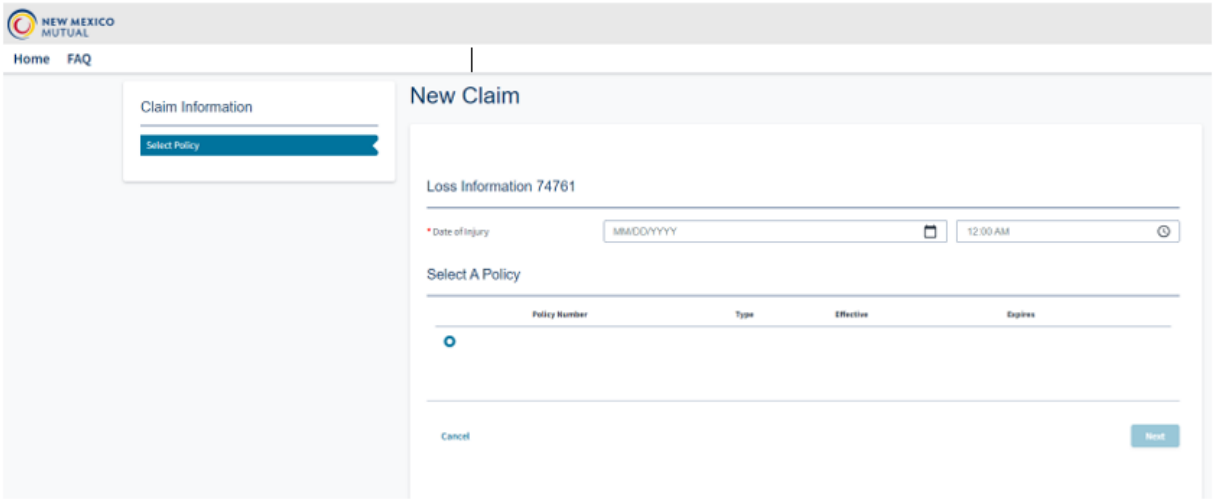
1 Click on Claims



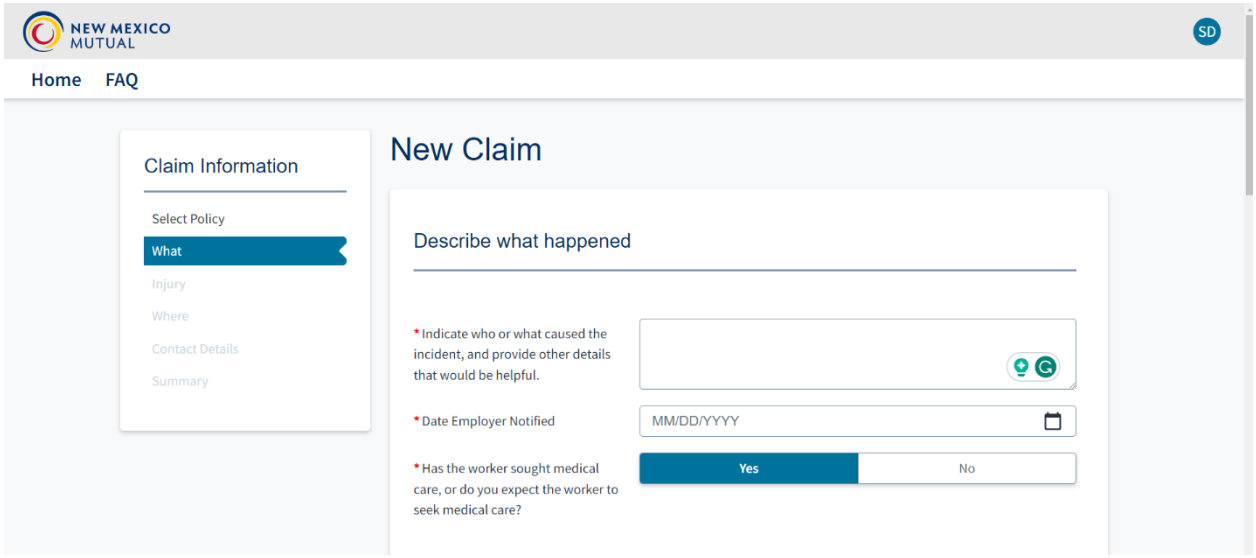
2 Click File a Claim

3 Provide date your worker was injured.

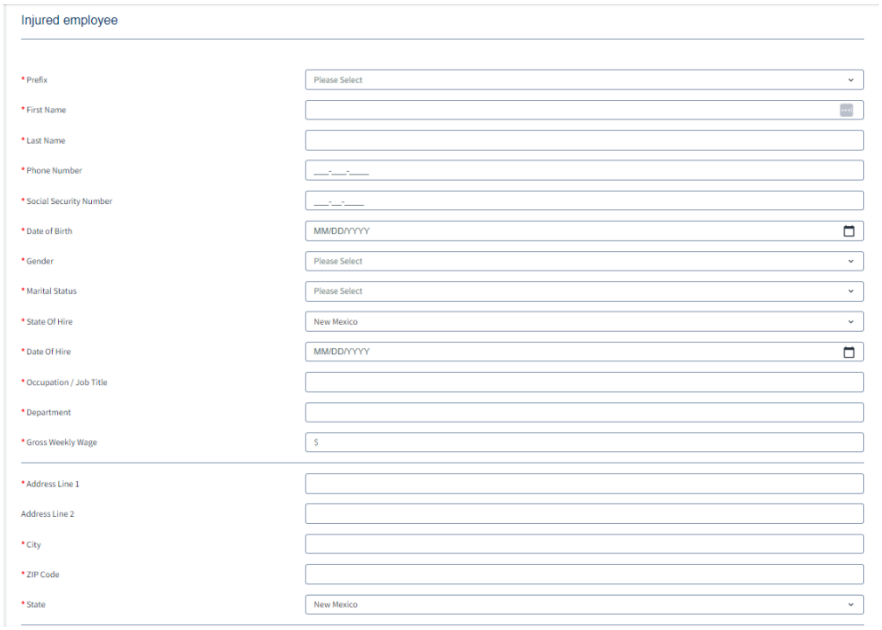
If the injury developed over time, enter the day the worker told you about the injury.
*All fields that have an asterisk must be completed.



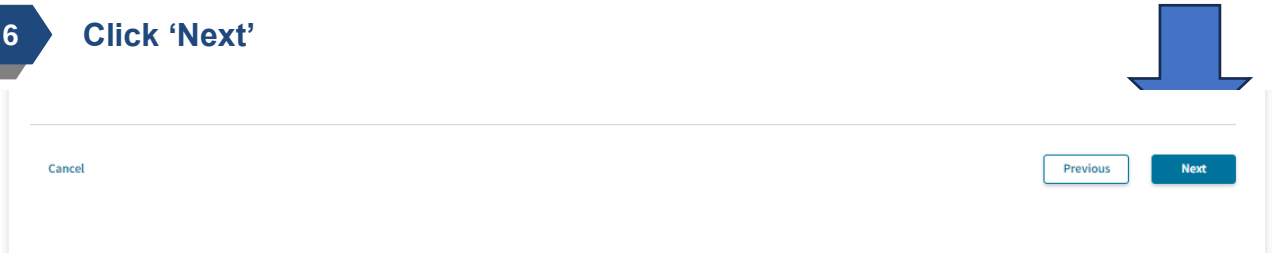
4 Provide as much information about the accident as you are able.



5 Provide information about the injured worker



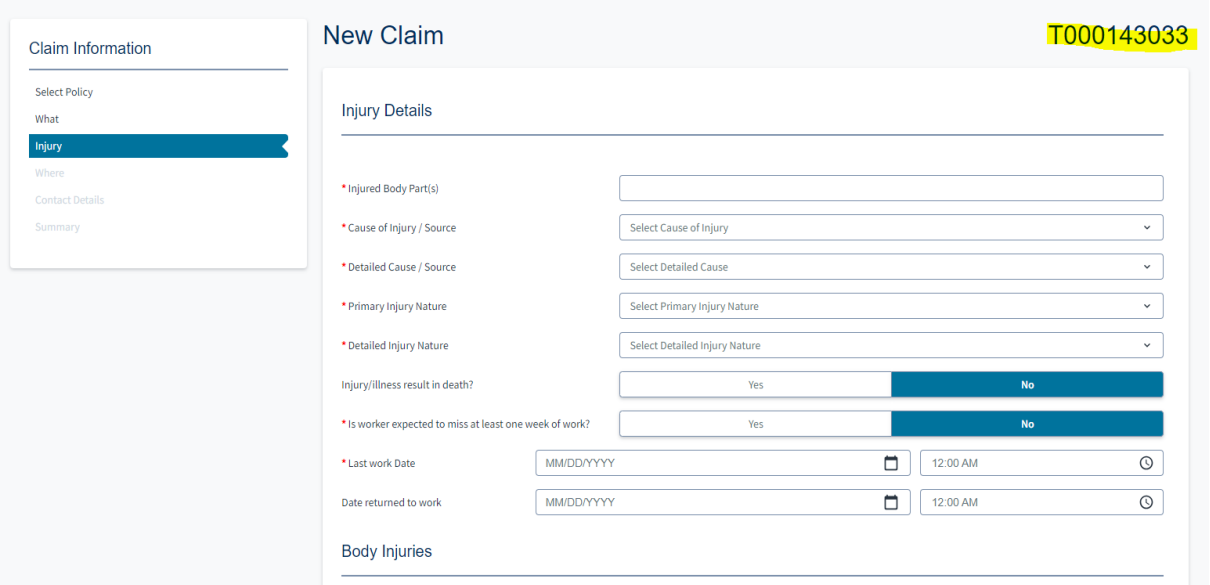
6 Click ‘Next’



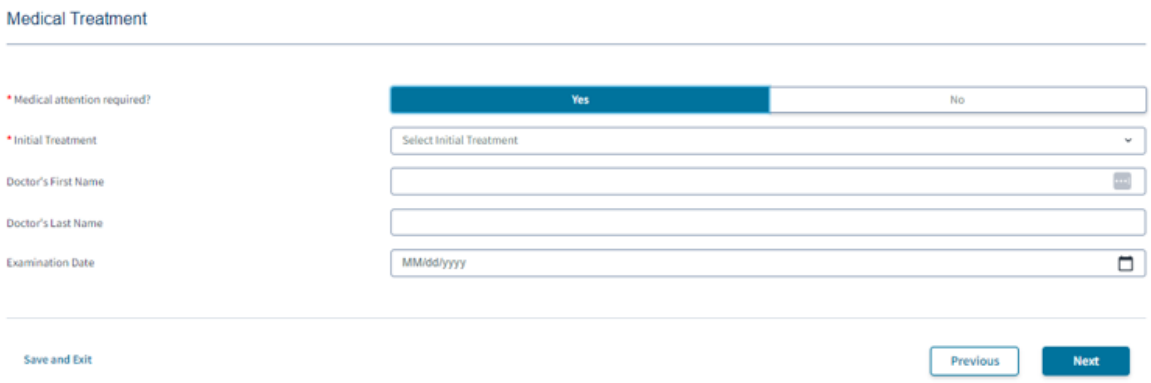
7 Provide details about the injury:

Important

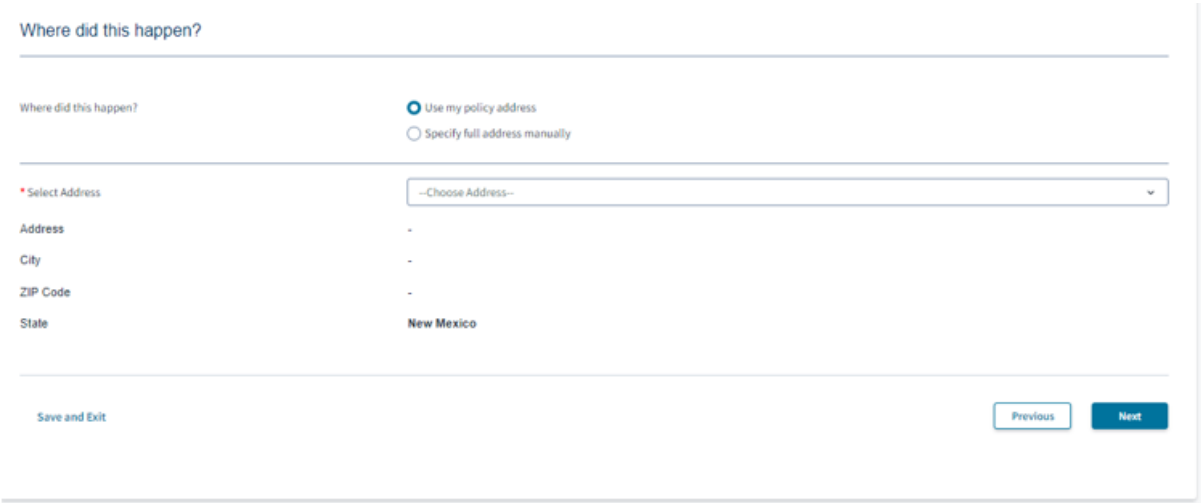
***All claims in a draft status will show a temporary claim number beginning with a T.**



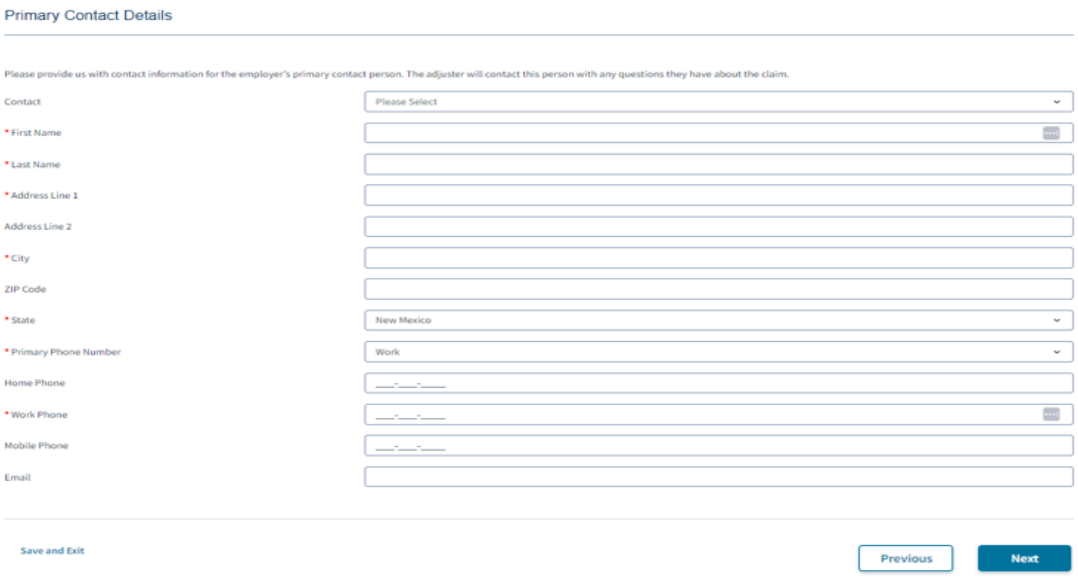
8 Provide details about any available medical care that has been received and click ‘next’.



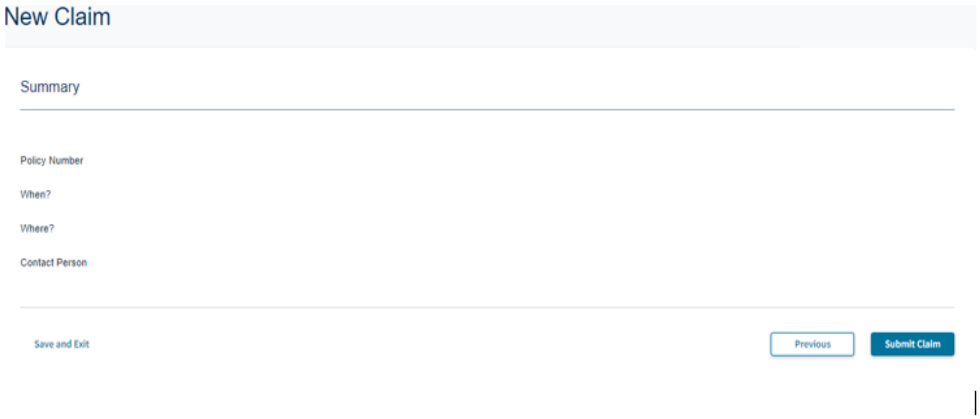
9 Provide the details about where the accident occurred and click ‘next’.



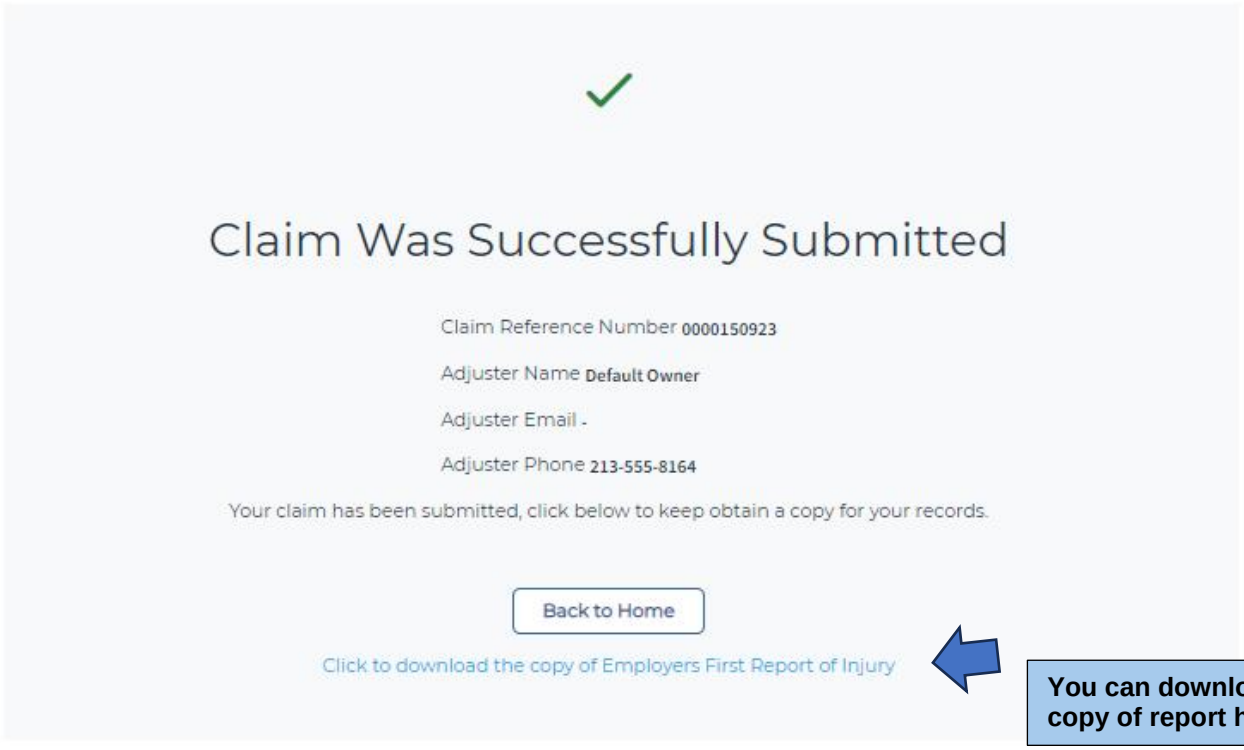
10 Provide us with the details for the person you would like us to contact to obtain additional information about this claim. Click ‘next’.



11 **Confirm the information provided and submit the claim.**
***Must "submit claim" to receive claim number.**



12 **You will be provided with a confirmation that the claim was submitted and the claims information**



You can download a copy of report here