Workers' Compensation: CLAIMS REPORTING

Employee is injured on the job.

Injured employee reports to the Nurse's Office.

Is the injured employee seeking medical treatment?

Yes

NURSE: Take internal report.

INJURED EMPLOYEE: From Nurses' Office, call NJSIG's WC Intake Line to report claim: **609.543.3377**

NJSIG completes First Report of Injury (FROI) form with the injured employee.

NJSIG will direct treatment to an in-network medical facility.

NURSE: Provide employee with NJSIG business card & Mitchell ScriptAdvisor flyer.

No

NURSE: Take internal report.

INJURED EMPLOYEE: To create a record of injury, go to www.NJSIG.org/froi and fill out FROI form; select **NO** medical treatment required.

Claims reported after 10 days of injury date will be placed under investigation.

NJSIG NEW JERSEY SCHOOLS INSURANCE GROUP