Workers' Compensation: CLAIMS FILING

Employee is injured on the job.

Injured employee reports to Nurse's Office.

Is injured employee seeking medical treatment?

Yes

NURSE: Take internal report.

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

NJSIG fills out First Report of Injury (FROI) report with injured employee.

NJSIG will direct treatment to a medical facility.

NURSE: Give injured employee NJSIG business card & Mitchell Script flyer.

No

NURSE: Take internal report.

INJURED EMPLOYEE: Go to www.NJSIG.org to fill out FROI form; select **NO** medical treatment required.

Injured employee has 10 days from day of injury to call NJSIG Intake team to request medical treatment.

NJSIG
NEW JERSEY SCHOOLS INSURANCE GROUP