

## FIRST Responder Joint Insurance Fund

### FIRST (“Fund”)

#### CLAIM REPORTING PROCEDURES

##### **Workers’ Compensation First Injury**

**Consolidated Services Group 1-877-254-9571**

Report **ALL** Workers’ Compensation claims the same day you are notified of the injury by calling 1-877-254-9571 or online at [https://www.csg-inc.net/report\\_claim.asp](https://www.csg-inc.net/report_claim.asp). Do not delay in reporting the claim, even if you do not have all the necessary information.

The information requested will be the same information that appears on the First Report of Injury Illness form.

Senate Bill No 246 (P.L. 2001, ch 326, NJSA 34:15-96, 98 effective July 5, 2002) requires CSG to file this information with the New Jersey Compensation Rating and Inspection Bureau. You will receive a copy of this report for your records. *You no longer need to file the L&I-Employer’s First Report of Injury form with the Department of Labor.*

##### **1<sup>st</sup> Party Losses**

**Highland Claim Services, Inc. 1-973-459-4250**

##### **Auto Physical Damage and Property**

Report **ALL** **Auto** or **Property** 1<sup>st</sup> party losses as soon as you are aware of the incident online at <http://www.highlandclaims.com>, by calling 1-973-459-4250 or at [newloss@highlandclaims.com](mailto:newloss@highlandclaims.com). If you prefer, fax a completed Acord form to Highland Claim Services 1-973-679-8796. It is important that Highland knows of the claim as soon as possible in order to identify the exposures that may exist from the accident. Prompt reporting may help mitigate loss and expense payments.

##### **3<sup>rd</sup> Party Losses**

**Highland Claim Services, Inc. 1-973-459-4250**

##### **Auto Liability and General Liability**

Report **ALL** **Auto** or **General Liability** 3<sup>rd</sup> party losses as soon as you are aware of the incident online at <http://www.highlandclaims.com>, by calling 1-973-459-4250 or at [newloss@highlandclaims.com](mailto:newloss@highlandclaims.com). If you prefer, fax a completed General Liability Acord form to Highland Claim Services 1-973-679-8796. It is important that Highland knows of the claim as soon as possible in order to identify the exposures that may exist from the incident. Prompt reporting can help mitigate loss and expense payments.

##### **Boiler & Machinery**

**Highland Claim Services, Inc. 1-973-459-4250**

Report **ALL** Boiler & Machinery losses as soon as you are aware of the incident online at <http://www.highlandclaims.com>, by calling 1-973-459-4250 or at [newloss@highlandclaims.com](mailto:newloss@highlandclaims.com). If you prefer, fax a completed Property Acord form to Highland Claim Services at 1-973-679-8796.

Losses will be immediately assigned to the carrier. You and your Risk Manager will be notified of the claim number and adjuster who will handle the claim on your behalf.

##### **Environmental Impairment Liability**

**Highland Claim Services Inc. 1-973-459-4250**

Report all environmental liability claims as soon as you are aware of the incident online at <http://www.highlandclaims.com>, by calling 1-973-459-4250 or at [newloss@highlandclaims.com](mailto:newloss@highlandclaims.com).

Losses will be immediately assigned to ACE Environmental Risk. You and your Risk Manager will be notified of the claim number and adjuster who will handle the claim on your behalf.

##### **Management Liability**

**Highland Claim Services Inc. 1-973-459-4250**

Report all management liability claims as soon as you are aware of the incident online at <http://www.highlandclaims.com>, by calling 1-973-459-4250 or at [newloss@highlandclaims.com](mailto:newloss@highlandclaims.com).

Losses will be immediately assigned to ACE. You and your Risk Manager will be notified of the claim number and adjuster who will handle the claim on your behalf.