

WORKERS' COMPENSATION CLAIM INSTRUCTIONS

- You are required by law to report any work-related injury or illness immediately. In some states, you are not required to report claims where the employee does not lose time off from work and has no less than two trips to the doctor.
- Most insurers today request that you report workers compensation claims directly to the insurer by phone. Your WC policy should have clearly marked phone numbers to call in claims through an 800 number. Have your policy number available, as well as the affected employee's personnel file including their name, address, social security number, and wage information.
- If you cannot locate the phone number to report a WC claim or cannot locate your policy number, please contact your claims representative below.

BROWN & BROWN OF GARDEN CITY CLAIMS DEPARTMENT

Available Monday through Friday from 9am – 5pm Eastern Time:

(800) 221-2834 (Outside the NY Tri-State Area)

(516) 247-5900 (NY Tri-State Area)

(516) 217-1352 (Fax)

Account names beginning with: <u>#s, A - H</u> SHARON PAPAGNI Claims Account Executive 516-247-5869 sharon.papagni@bbrown.com	Account names beginning with: <u>I - Q</u> JOANNE O'NEILL Claims Account Executive 516-247-5812 joanne.oneill@bbrown.com	Account names beginning with: <u>R - Z</u> PHYLLIS TAUB Claims Account Executive 516-247-5864 phyllis.taub@bbrown.com
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No claim can be considered reported until you have received confirmation from Brown & Brown of Garden City or the insurance company.