

# GNY

## **Reporting of Workers' Compensation Losses or Petitions**

*This is a guideline only and should not be construed in any way as modifying the terms and conditions of coverage under your workers' compensation policy.*

Our insured, or its producer, should report any known new traumatic or occupational workers' compensation loss to GNY as soon as is reasonably possible. Timely reporting of all new losses is essential to proper investigation and handling of workers' compensation claims. In our experience, timely reporting can reduce the ultimate claim costs.

GNY will accept notice of a Workers' Compensation loss in any form; however, we urge that all insureds and producers call in new claims to the proper intake vendor for their State. This is recommended so that the correct Employer's First Report of Injury form can be completed and sent to GNY immediately. Our intake services will ask questions about the loss being reported, and we ask that you provide as much detail about the loss as possible. At a minimum, this information should include the date and time of the accident, any known injuries occurring from the accident, details as to how the injury happened, contact information for the employer, injured worker and any witnesses, and information on any medical providers that the injured worker has seen for the accident. All relevant facts and details about the accident should be noted at this time, as well as if there are any questions about the loss.

If you are unable to report a loss to our appropriate intake vendor, please fax the loss on an Employer's First Report of Injury form to the GNY handling office for the State in which the loss occurred. If you are unable to report the loss to the handling office, any GNY office will be able to accept the reporting of the loss.

### **All Workers' Compensation Losses, Claims or Claim Petitions occurring in New York State**

Intake Service --- First Notice:      Reporting #: **1-866-290-6833**

GNY Handling Office

New York City Office  
200 Madison Ave  
N.Y., N.Y., 10016  
Phone – (212) 683-9700  
Fax      (212) 779-2897  
Contact – Mr. Leonard Urist, NY W/C Manager  
[lurist@gny.com](mailto:lurist@gny.com)

***\*\*Please note the NY State C-2 First Notice Reporting Form has been revised, and the revised version of the form MUST be used on all claims reported on or after 1/1/09.***

**All Workers' Compensation Losses, Claims or Claim Petitions occurring in  
New Jersey**

Intake Service --- Qual-Care:            Reporting #: **1-800-425-3222**

GNY Handling Office                      East Brunswick, Branch Claims Office  
377 Summerhill Road  
East Brunswick, NJ 08816  
Phone – (732) 238-6300  
Fax      (732) 238-0355  
Contact – Mr. James Primamore, NJ W/C Manager  
[jprimamore@gny.com](mailto:jprimamore@gny.com)

**All Workers' Compensation Losses, Claims, or Claim Petitions occurring in  
Pennsylvania, Georgia, Virginia, Delaware, Maryland, Illinois, or Indiana**

Intake Service --- First Notice        Reporting #: **1-866-290-6833**

GNY Handling Office                      East Brunswick, Branch Claims Office  
377 Summerhill Road  
East Brunswick, NJ 08816  
Phone – (732) 238-6300  
Fax      (732) 238-0355  
Contact – Mr. James Primamore, NJ W/C Manager  
[jprimamore@gny.com](mailto:jprimamore@gny.com)

**All Workers' Compensation Losses, Claims, or Claim Petitions occurring in Connecticut, Massachusetts, and all other New England States**

Intake Service --- First Notice      Reporting #: **1-866-290-6833**

GNY Handling Office                      Connecticut Branch Office  
180 Glastonbury Blvd.  
Glastonbury, CT 06033  
Phone – (860) 652-7090  
Fax      (860) 652-7095  
Contact – Ms. Wendy Murray  
[wmurray@gny.com](mailto:wmurray@gny.com)

**Any questions or concerns should be directed to:**

James M. Primamore, AIC  
Assistant Vice President – Claims  
N.J. Workers' Compensation Mgr.  
Phone: (732) 238-6300 ext. 284  
Fax: (732) 238-0355