



REPORTING PREFERENCES FOR 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 new workers' compensation claim or injury to GNY as soon as is reasonably possible. Timely reporting of work related injuries is essential to proper investigation and handling of the claims, and is a major factor in reducing the ultimate costs associated with adjusting a claim.

Although we recommend that all insureds and producers either email their new accidents to GNY directly, or report new claims by phone to the proper intake vendor for their state, GNY will accept notice of a workers' compensation accident in any format. The proper reporting methods for each state are as follows:

For New York workers' compensation accidents, the proper email address to report a claim to GNY is NYCompClaims@gny.com.

For workers' compensation accidents in all other states, the proper email address to report a claim to GNY is NJCompClaims@gny.com.

If the new accident is reported over the phone, our intake services will ask questions about the accident. Please provide as much relevant detail as possible in response to the questions. At a minimum, however, you should provide (1) the date and time of the accident; (2) any injuries associated with the accident; (3) relevant facts about how the accident happened and about how the injury was sustained; (4) contact information for the employer; (5) names of the injured worker and of any eye witnesses to the accident; and (6) the names of any medical providers who responded to or treated the injured worker.

If you are unable to report a claim either by email or over the phone to the 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 claim to the handling office, any GNY office will be able to accept the accident report.

<p align="center"><u>IN NEW YORK STATE</u></p> <p>Intake Service Phone: 1-866-290-6833 GNY Handling Office: New York City Office 200 Madison Avenue, New York, NY 10016 Phone: 212-683-9700; Fax: 212-779-2897 Vielka Machado, Supervisor Workers' Comp. Claims: vmachado@gny.com</p>	<p align="center"><u>ANY STATE OUTSIDE OF NEW YORK AND NEW JERSEY</u></p> <p>Intake Service Phone: 1-866-290-6833 GNY Handling Office: New Jersey Branch Office 377 Summerhill Road, East Brunswick, NJ 08816 Phone: 732-238-6300; Fax: 732-238-0355 James Primamore, VP Claims, Workers' Comp. Director: jprimamore@gny.com</p>
<p align="center"><u>IN THE STATE OF NEW JERSEY</u></p> <p>Intake Service Phone: 1-800-425-3222 GNY Handling Office: New Jersey Branch Office 377 Summerhill Road, East Brunswick, NJ 08816 Phone: 732-238-6300; Fax: 732-238-0355 James Primamore, VP Claims, Workers' Comp. Director: jprimamore@gny.com</p>	<p align="center"><u>ANY QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO:</u></p> <p>James Primamore, VP Claims, Workers' Comp. Director Phone: 732-238-6300 ext. 2284 Fax: 732-238-0355 Email: jprimamore@gny.com</p>