

Dear Valued Policyholder

Subject: North Carolina Workers' Compensation Claim Service

Thank you for entrusting Berkley Southeast Insurance Group with your insurance needs. Our goal is to provide quality insurance products and excellent claim service that exceeds your expectations.

We are providing you with access to your Workers' Compensation Claim Service Kit to assist you with reporting your workers' compensation claims, as well as answer some general questions. You will also be able to access other states that we handle from this link. **Please set this link as a favorite on your tool bar so that you have easy access to us when your need to call on us.** The following tools are available via our WC website (<http://berkleysig.com/WC-kits-ALLSTATES.php>):

- The North Carolina state site can be found at <http://www.ic.nc.gov/>
- **Workers' Compensation Panel of Preferred Physicians** and the state required poster **N.C. Workers' Compensation Notice to Injured Workers and Employers (Form 17)**, both in English (<http://www.ic.nc.gov/forms/form17.pdf>) and Spanish (<http://www.ic.nc.gov/forms/forma17.pdf>).
- **Claim Reporting Procedures:** Instructions for reporting and handling workers' compensation claims.
- **Claim Service Team:** Contacts to assist you with claims and claims reporting.
- **Workers' Compensation Employer's First Report of Injury (Form 19):** This is the state form for reporting occupational injury/illness claims. The employer must also provide the employee with a **blank** copy of the **Employee's First Report of Injury (Form 18)**. Additional copies of these forms are available by accessing the NC Industrial Commission website at English: <http://www.ic.nc.gov/forms/form18a.pdf> & Spanish: <http://www.ic.nc.gov/ncic/pages/forma18.pdf>
- **Wage Statement (Form 22):** If an injured worker is disabled and out of work for eight or more days, please complete the wage statement as soon as possible and send it to the claim adjuster as soon as possible.
- **Pharmacy First Fill Form:** Instructions for getting your employee's initial prescription filled at no cost to him/her is included.
- **Guide to Cost Containment and Modified Return to Work:** Guide to steps you can take to protect your assets and control your exposures.
- **Fraud Posters:** Multiple fraud posters in English and Spanish versions.

Remember, the sooner you report an injury, the sooner we can help.

Upon review of this information, or at any time in the future that you have questions or concerns, please do not hesitate to give me a call.

We look forward to being of service to you.

Chris Calloway (678-533-3418)
Workers' Compensation Claim Director