

ON-THE-JOB INJURIES

- Auburn Affiliated Employees -

Auburn University has procedures in place designed to protect its employees from undue financial hardship resulting from job-related injuries. The administration of the University's On-the-Job Injury program has been contracted out, but the Office of Risk Management and Safety maintains oversight of the outside agency.

Effective October 1, 2004, claim administration of Auburn University's On-The-Job Injury program will be handled by Gab Robins North America, Inc. Beginning October 1, 2004 all correspondence, including new claim reporting, questions related to existing claims, or bill payment, should be directed to Gab Robins North America, Inc.

PLEASE NOTE: Crawford & Company will no longer have information on new or existing claims after October 1, 2004.

PROCEDURE

The injured/ill employee will report their claim by telephone to the claim intake center, 800-587-3773. The Report of Work Related Injury (OJI 1 Form) will no longer be used. All injuries/illnesses should be reported to Gab Robins North America, Inc. within three (3) days of the incident causing the injury or illness.

New Claim Reporting

- 8:30 AM – 5:00 PM Central Time. Please contact the claim intake center at 800-587-3773, Extension 252. If you do not reach a claim representative, you may dial *250 or *244.)
- After hours and during holidays, please call 800-621-5410.

Existing Claim Injury or Bill Payment

- 8:30 AM – 5:00 PM Central Time. Please contact Barbara Prince at 800-587-3773, Extension 242.
- After hours and during holidays please call 800-621-5410.

Additional information about Auburn University's On-The-Job Injury program can be found at: <http://www.auburn.edu/administration/rms/oji.html>

Please direct questions related to this change to Risk Management and Safety at 334-844-4870.