

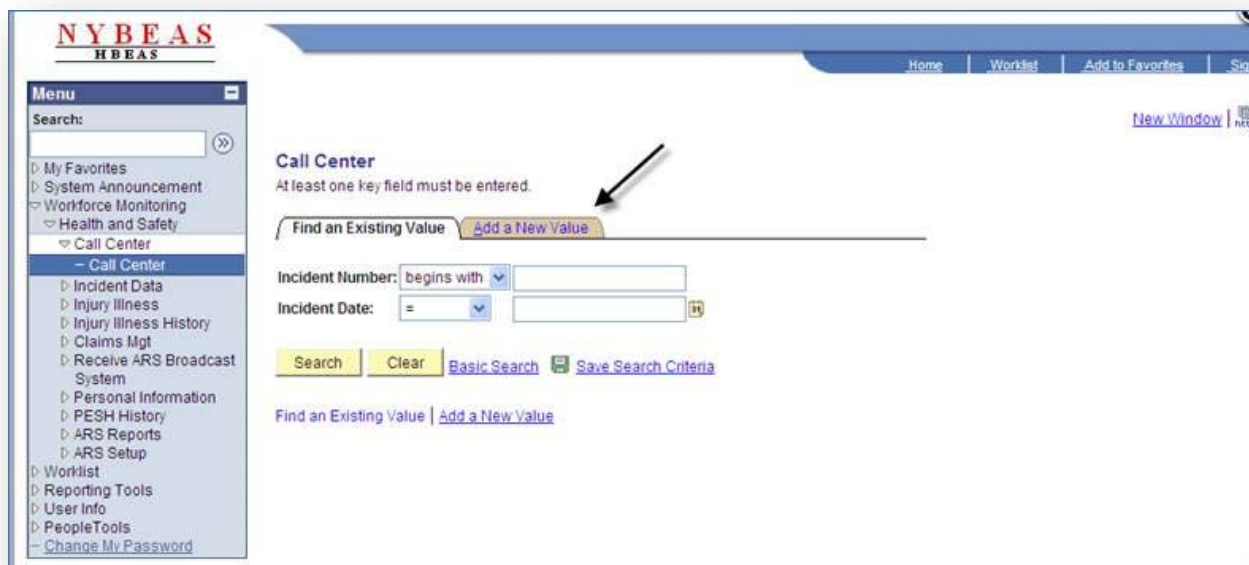
There has been an increased number of claimants who file a C-3 "Employee Claim" with the NYS Workers' Compensation Board (WCB) rather than calling Accident Reporting System (ARS) Call Center 1-888-800-0029 to report the details of their work-related claim.

Upon receipt of the C-3, the Workers' Compensation Board (WCB) puts New York State Insurance Fund (NYSIF), (your Workers' Compensation carrier) on notice. NYSIF Claims Dept staff contacts you, the claimant's NYS employer Agency/Facility Human Resources Workers' Compensation Benefits Administrator, who in turn must investigate, verify the details of the reported claim and submit your ARS Employer's First Report C-2 immediately.

Submitting the ARS First Report C-2, allows NYSIF to meet the WCB requirements of filing a FROI-00 (First Report of Injury) in a timely manner, thereby avoiding the assessment of a monetary penalty.

Additionally, if you have ARS access to process the Employer's First Report, you also have the functionality to initiate a new Incident and submit a C-2 as a new Employer's First Report.

To add a new Incident that has never been reported into ARS, click on the "Add a New Value tab"



Refer to the Dept of Civil Service ARS Online Manual located at:

<https://www.cs.ny.gov/man/ars/index.cfm>

**WCB created a Monitoring Compliance Unit** who measures and monitors employers' late reporting of work-related occurrences. Please see the notice titled "Your responsibilities as an Employer- Reporting Injury and Illness", produced by the WCB

<http://www.wcb.ny.gov/content/main/TheBoard/EMP-TimelyReporting.pdf> which states:

**How soon must employers report a workplace injury or illness**

Employers should notify their insurer immediately if the injury or illness:

- Caused (or will cause) the worker to lose time from regular duties beyond the working day or shift on which the injury occurred.
- Required (or will require) the worker to receive medical treatment beyond ordinary first aid, or more than two treatments of first aid.

NYSIF advises our policyholders and NYS Agencies to report and submit incident reports as soon as they are notified of a work-related incident. This initiates the process for the NYS Agency and the NYSIF case manager can begin to work together in obtaining additional information supporting the Incident, including any medical treatment which may have been incurred.