



ASB Workers' Comp Claims Filing Procedure

Submit all Employee's First Report of Injury:

- Any and all employee injuries MUST be reported to the employer as soon as possible;
- The employee is required to submit the Employee's First Report of Injury to their employer within three (3) business days after the injury;
- The employer is required to submit the Employer's First Report of Injury within seven days (7) of knowledge of the occurrence of the injury;
- Employer's First Report of Injury and Employee's Report of Injury, along with claim questions, should be submitted to Claims Associates, Inc. (our third-party administrator) to ensure timely filing in one of the following manners:

- E-mail: ASBSDclaims@claimsassoc.com
- Fax: 605-333-9835
- Online: <http://claimsassoc.com/assign-a-claim>

You will receive acknowledgement of receipt of a claim from Claims Associates within 24 hours of submission and an adjuster will be assigned to your claim.

The adjusters at Claims Associates are on ***your team*** and will attempt to resolve your claim quickly and professionally. For a list of potential adjusters assigned to your claim please visit: <http://claimsassoc.com/our-team>.

Further contact information for Claims Associates:

Claims Associates, Inc
PO Box 1898
Sioux Falls, SD 57101
Telephone: 605-333-9810
Facsimile: 605-333-9835
<http://claimsassoc.com>

For questions on how to fill out First Report of Injury or with any general inquiries please contact:

Heidi Jennings
Protective Trust Manager
Associated School Boards of South Dakota
heidi.jennings@asbsd.org
605-773-2510