



Claim Reporting Procedures

Upon notice of an injury, possible injury, or occupational exposure, have the employee or the employee's supervisor complete a "First Report of Injury" (FROI) on the form mandated by the state (copy enclosed).

A FROI must be completed on all incidents where either medical treatment or lost time result. If you have a question on whether or not to complete a FROI, please contact a member of the Mackinaw Administrators Workers Compensation claim department.

For incidents that do not involve medical treatment or lost time, feel free to complete an accident or incident report that your company already uses OR a First Report of Injury. **This is not required; however, we recommend something be completed if there are questions or concerns regarding the alleged injury even if the employee is not seeking medical attention.**

Please fax or email the form to Mackinaw Administrators at:

(651) 393-4880 or claimsmn@meadowbrook.com

In the alternative you can mail the report form to:

**Mackinaw Administrators, LLC
P.O. BOX 219559
KANSAS CITY, MO 64121-9559**

Our business hours are from 7:30 am to 5:00 p.m. Monday through Friday.

In the event of a claim emergency or catastrophic loss or death, please immediately call either the toll-free number **(800) 211-6389** or our local number **(952) 884-9833** to report the incident. We need to get this information to the state within 48 hours. If the catastrophic event/death occurs on a Saturday or Sunday, please email, or fax the FROI to both Mackinaw Administrators and to the State of Minnesota at **(651) 284-5732**.