

## **Lackawanna Insurance Group Claims Reporting Procedures**

The Pennsylvania Bureau of Workers' Compensation only accepts electronic injury reports from Insurers and requires submission of an injury report within 48 hours for injuries resulting in death and within 7 days for all other injuries.

For Lackawanna Insurance Group to timely report injuries to the Pennsylvania Bureau of Workers' Compensation the Insured must immediately after an injury complete and submit our First Report of Injury Form. It is necessary to complete at least the required fields on our First Report of Injury Form since this information is required by the Pennsylvania Bureau of Workers' Compensation.

We provide three (3) methods to submit our First Report of Injury form, and they are listed in order of preference:

### **On-Line Reporting: Log onto LIGINS.com**

Click on REPORT A CLAIM – ONLINE FILING

Complete the on-line First Report of Injury Form

Click on Print and maintain a copy for your records

Click on Acknowledge & SUBMIT

You will receive a confirmation that your on-line First Report of Injury was successful

**Fax:** Complete the First Report of Injury form and fax to:  
Lackawanna Insurance Group @ 570-824-7969

**Mail:** Complete the First Report of Injury form and mail to:  
Lackawanna Insurance Group  
PO Box 270  
Wilkes Barre, PA 18703

### *Important Notice*

*If you have a panel list of physicians that includes the appointment scheduling services by Premier Comp Solutions please be advised that scheduling an appointment is not the same as reporting the injury. You must submit a First Report of Injury form to Lackawanna Insurance Group.*