



## **Instructions for Reporting On-the-Job Injury (OJI) Claims**

Administration of Auburn University's On-the-Job Injury (OJI) Program is provided through Cannon Cochran Management Services, Inc. (CCMSI). As a benefit and not insurance, the goal of the OJI Program is to protect employees from financial hardship, caused from on-the-job injuries or illness. Eligibility depends on whether the injury or illness arises out of the course and scope of the employee's employment. Benefits are payable only after all other available insurance has been exhausted.

Any work related incident, on or off campus, that results in an injury should be reported in accordance with the procedures below.

To report a **new** On-the-Job Injury (OJI) Claim, please call:

- **CCMSI 1-866-931-0502**

**Existing Claim Inquiry:** All Inquiries/Correspondence, Including Questions Related To Existing Claims, Or Bill Payment, Etc., Should Be Directed to the following Claim Service Team:

ADJUSTING STAFF	MANAGEMENT STAFF
<b>Darlene Gray, Lost Time Claims Adjuster</b> Phone: 866-522-7543 Office Fax: 601-354-7029 Email: <a href="mailto:dgray@ccmsi.com">dgray@ccmsi.com</a> Address: P.O. Box 1378, Ridgeland, MS 39158	<b>Debbie McMillen, Claims Manager</b> Phone: 800-672-1108 Office Fax: 601-899-0160 Email: <a href="mailto:dmcmillen@ccmsi.com">dmcmillen@ccmsi.com</a> Address: P.O. Box 1378, Ridgeland, MS 39158
<b>Jamie Rankin, Medical Only Claim Adjuster</b> Phone: 800-672-1108 Office Fax: 601-899-0160 Email: <a href="mailto:jrankin@ccmsi.com">jrankin@ccmsi.com</a> Address: P.O. Box 1378, Ridgeland, MS 39158	<b>John Burns, Account Executive</b> Phone: 800-672-1108 Cell: 601-259-6528 Email: <a href="mailto:jburns@ccmsi.com">jburns@ccmsi.com</a> Address: P.O. Box 1378, Ridgeland, MS 39158

### **Procedure after an Incident Occurs**

- Make certain the injured employee receives immediate and appropriate medical attention!
- Gather as much information about what happen, how it happened, where, conditions, etc....
- Any witnesses should be identified, along with their contact information.
- Equipment involved in the incident, may need to be tagged or otherwise identified, saved or set aside for further examination and/or testing if potentially defective.
- All University personnel are encouraged to cooperate with CCMSI, as well as AU Risk Management & Insurance, in the investigation, mitigation and settlement of any claim.
- Please contact Risk Management & Insurance at 334-844-4533, if you have any questions.