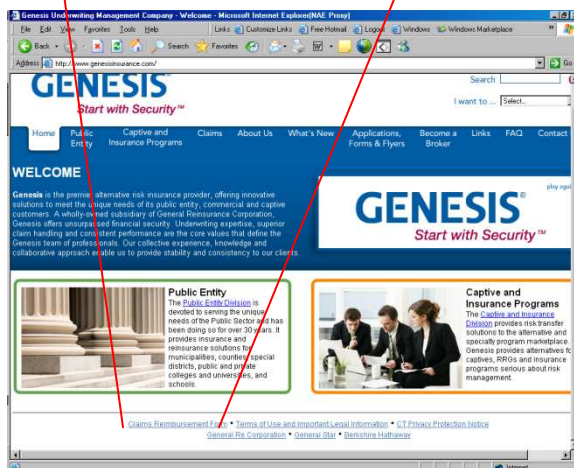


Excess Workers Comp Reimbursement Request Instructions

- Proceed to www.genesisinsurance.com

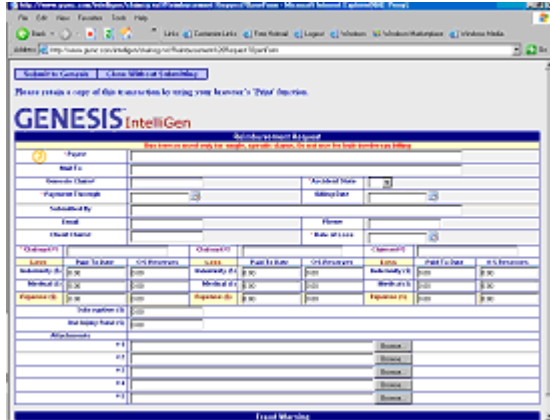


- Click on [Claims Reimbursement Request](#):



The following screen will appear:

Excess Workers Comp Reimbursement Request Instructions



Once at this screen, you will need to complete all the cells.

Note: The submission must include "Mail To" information. Failure to include "Mail To" information will be considered Incomplete and will not be processed.

- For "Payments Through", and "Billing Date", you will need to use the calendar icon to the right of the cell in order to select the correct date – this field will not accept free form text input.

- The single arrow (<) is for scrolling back, or forward in one month intervals.
- The double arrow (<<) is for scrolling back, or forward in one year intervals.

- The payments through date should represent the date of the last check issued

Payment Through	05/31/2008	
------------------------	------------	--

- The Billing date should reflect the submission date

Billing Date	07/14/2008	
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Excess Workers Comp Reimbursement Request Instructions

- For the "Date of Loss" field, you may type the date of loss, or use the calendar icon. If you choose to type the date in, it must be in the MM/DD/YYYY format.

Date of Loss	01/01/2007
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- When entering the paid to date figures, the dollars must be completely numeric (no commas, dollar signs, or minus signs). **Please also note that the paid provided need to be the Gross paid to date figures.**

Ex: 230987.23

Loss	Paid To Date	O/S Reserves
Indemnity (\$)	230987.23	0.00
Medical (\$)	0.00	0.00

- Use the Subrogation and/or 2nd injury Fund section to provide any recoveries (other than excess recoveries) made on the file.

Subrogation (\$)	0.00
2nd Injury Fund (\$)	0.00

Once all the cells are completed, you will have the opportunity to attach up to five documents in support of the reimbursement request. When you click on the Browse button, you will be able to look for your document in the various locations on your computer (Desktop, My Documents, etc.).

Attachments	
#1	<input style="width: 90%;" type="text"/> <input style="float: right;" type="button" value="Browse..."/>
#2	<input style="width: 90%;" type="text"/> <input style="float: right;" type="button" value="Browse..."/>
#3	<input style="width: 90%;" type="text"/> <input style="float: right;" type="button" value="Browse..."/>
#4	<input style="width: 90%;" type="text"/> <input style="float: right;" type="button" value="Browse..."/>
#5	<input style="width: 90%;" type="text"/> <input style="float: right;" type="button" value="Browse..."/>

Excess Workers Comp Reimbursement Request Instructions

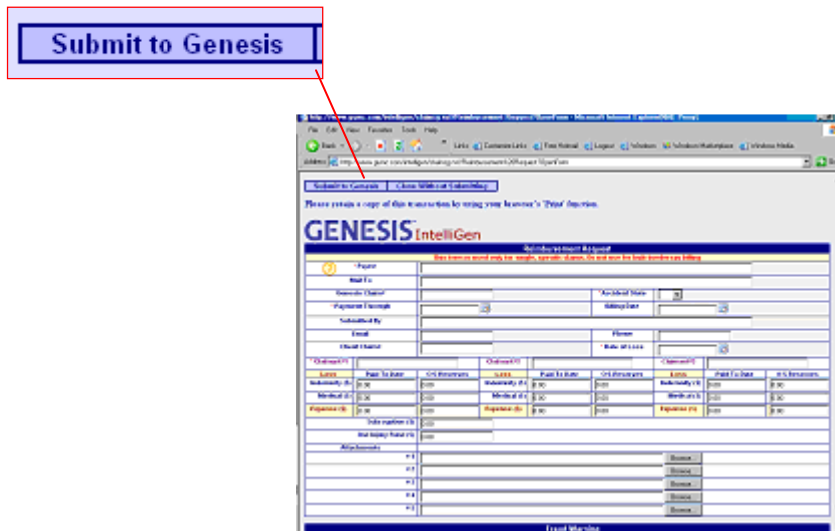
Note: When submitting a reimbursement request the following items should be provided in support of the reimbursement:

- A complete payment history on the claim if this reimbursement request represents a first time request (for the specific claim in question)
- A payment history from the last date a reimbursement request was requested
- Operative reports and/or medical reports in support of any significant hospitalizations/surgeries since the last reimbursement request

**** Not submitting the appropriate materials above will result in an incomplete submission, and will delay the reimbursement process as the required supporting documents will be requested.**

Once the appropriate attachments have been created, you are now able to print a copy of the submission for your records.

Once you have printed a copy of the submission, and reviewed the Fraud Warning language, you will be ready to submit the request by clicking on “Submit to Genesis” in the upper left hand corner of the web page.



Once you click submit, you will receive the following message confirming that you have read the Fraud Warnings at the bottom of the form. Click “OK”, and the reimbursement request will be submitted.

