



FOOD INDUSTRY SELF INSURANCE FUND OF NEW MEXICO  
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To: All FISIF Members  
From: Tana Lucero-Ranke, Administrator  
FISIF Claims Adjusters  
Date: March 1, 2018  
Re: Claim Filing Reminders and Updates

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FISIF has updated the Selection of Health Care Provider poster. Please find the updated poster enclosed with this notice for immediate posting and distribution to each of your locations. Please remove and dispose of old posters.

To assist you in making the claim filing and management process easier and more efficient in 2018, FISIF is also providing you with the following reminders and updates:

- **Educate your supervisors.** Ensure your managers and supervisors are all familiar with the claim filing process. Managers and supervisors should know the location of your FISIF claims kit and be familiar with its contents before an injury happens.
- **Notify FISIF immediately.** The Employer's First Report of Injury (E1) must be completed and submitted to FISIF **within 24 hours** of the supervisor becoming aware of the accident. The E1 can be submitted in any one of the following ways:
  - Fax: (505) 298-9094      Email: [claims@fisif.com](mailto:claims@fisif.com)      Website: [www.fisif.com](http://www.fisif.com)
- **Provide as much information as possible.** The E1 must be as complete and specific as possible. Remember, the E1 should be completed by a manager or supervisor, **NEVER** by the injured employee.
- **Inform employees of WC policies and practices.** Confirm all required WC posters are posted in a conspicuous place for all employees to see. Posters include:
  - NM WCA Posters with copies of the Notice of Accident forms (NOAs) for employees to complete (Worker has up to 15 days to notify you of an accident.)
  - Fraud Posters
  - Updated First Selection of Health Care Provider (HCP) Posters
- **Allow injured employee to make first selection of HCP.** The injured employee must make the first selection of health care provider and may select the doctor of their choice for the work-related injury. The employer cannot direct, suggest or make recommendations regarding this decision.
- **Communicate with adjusters.** Once a claim has been filed, it is important to communicate with the claims adjuster and provide all requested information as soon as possible.

**FISIF staff is here to help.** If you have any questions, need any new materials or would like to review the claims filing process, please feel free to contact us at (505) 298-9095.