



Workers' Compensation Program Information Sheet

REPORT A CLAIM

Online – StreetConnect
Telephone – 866.45.BRICK
Email – claimsintake@brickstreet.com
Fax – 304.941.1294

CLAIM INFORMATION MAILING ADDRESS

BrickStreet Mutual Insurance
PO Box 3151
Charleston, WV 25332
Fax – 304.941.1294

PROGRAM CONTACTS

Policy

Samantha Jeffries, Senior Underwriter & Account Manager
Email – samantha.jeffries@brickstreet.com
Phone – 304.941.1000 extension 5164

Safety

Chuck Baldwin, Senior Safety Consultant
Email – charles.baldwin@brickstreet.com
Phone – 304.941.1000 extension 5725

Claims

Rose Legg, Senior Claims Adjuster
Email – rose.legg@brickstreet.com
Phone – 304.941.1000 extension 5123



- 1. What address and/or fax is used for medical vendors submitting: Employer's and Physician's Report of Injury; Medical reports (including certification of ongoing TTD); Authorization request; Invoices**

Mailing Address:	Fax Number:
BrickStreet Mutual Insurance	304.941.1294
PO Box 3151	
Charleston, WV 25332	

- 2. What address and/or fax is used for injured workers submitting: Employer's and Physician's Report of Injury; Medical reports (including certification of ongoing TTD); Invoices for expense reimbursement (mileage, medication, etc.)?**

Mailing Address:	Fax Number:
BrickStreet Mutual Insurance	304.941.1294
PO Box 3151	
Charleston, WV 25332	

- 3. Does BrickStreet have a form for physician certification of ongoing TTD (like BI-219)?** Yes

- 4. Is OIC and 900 Pennsylvania Avenue what we should use as the insured when filing electronically?** Insured name is State Agencies of WV, Office of Insurance Commissioner 900 Pennsylvania Avenue. Providing a site code pulls up the correct agency name.

- 5. What is expected in regard to the Medical Network?** BrickStreet has partnered with Procura's PPO Network to provide medical care to injured employees. In West Virginia, BrickStreet operates a managed healthcare plan called StreetSelect. To locate another doctor, specialist or hospital within the network, please visit the web address below and follow the login instructions provided.

www.brickstreet.com/Providers/Pages/MedicalNetwork.aspx

- 6. Contacting BrickStreet Insurance 24/7?** BrickStreet offices are staffed Monday thru Friday, from 8am to 5pm Eastern Time. Telephone calls after hours, on holidays, or weekends are received by our answering service. BrickStreet Customer Service is available at 866.45BRICK.