

QUICK REFERENCE GUIDE

ONLINE INITIAL INJURY NOTIFICATION – CUSTOMERS



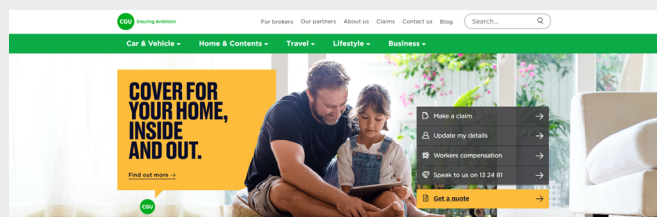
This guide is designed to assist you in using CGU's new Initial Notification of Injury system.

If you would like a more detailed information, you can access this from the Reporting an injury section of our website, <https://www.cgu.com.au/business/workers-compensation>

USING ONLINE NOTIFICATION

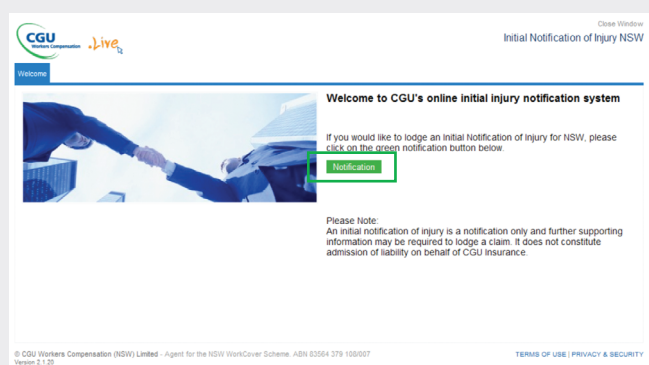
Please note any field marked with an * in the Initial Notification of Injury application is mandatory.

1. Access the CGU website www.cgu.com.au
2. Click on “Business” and then the “Workers Compensation” heading. A pop up box may appear with questions relating to your location, please complete.

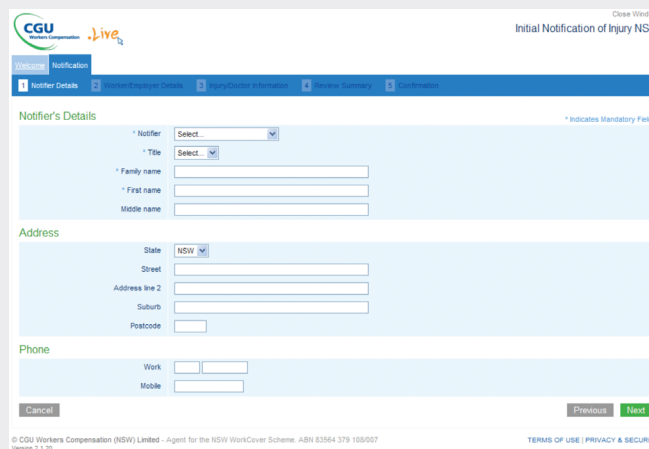


3. Click on the “Launch online notification” link.

4. You will then be taken to the INI welcome page. Click on the **green** “Notification” button



5. A page with 5 tabs will open.



- Enter the details required on the Notifier, Employer and Worker and Injury pages. When all details have been entered on each page, click on the “Next” button at the bottom of the page to move to the next screen.
- Page 4 is the Review Summary page, please check all details are correct.

- If you click on the “Previous” button you can return to each page and amend if required.

Or you can click the “Print this Notification” button to view a PDF of the details.

- Once all the details are correct you are required to enter the security code flashed on the screen in the provided field.
- Once all details are correct, click on the green “Submit” button. This will take you to the final screen.
- The confirmation page is where you will be provided with a reference number.

CGU .live Initial Notification of Injury NSW

Navigation: Notification, Employer Details, Worker Details, Review Summary, Confirmation

Notifier Details

Notifier	Employer	Work	0299998888
Name	Mr John Worker	Mobile	
Address	123 Home Street SYDNEY NSW 2000	Home	

Worker Details

Name	Mr John Worker	Interpreter required	No
Date of birth	11/02/1976	Work	0299998888
Gender	Male	Mobile	
Address	123 Home Street SYDNEY NSW 2000	Home	
		Email address	

Employment Details

Occupation	Supply and Distribution Managers
Hours worked per week	38
Pre-tax weekly earnings	1200

Employer Details

Policy number (if known)	Name of workplace contact, if known	Phone	0299998888
Company name		Mobile	
Trading name	Office Supplies	Address	123 Home Street SYDNEY NSW 2000
Address		Email address	

Injury Details

Description of incident	Slip and fall.
Description of injury	Injured back
Accident Location	Normal Workplace
Date of injury	11/02/2011 16:10
Date Employer notified of the injury	11/02/2011
Time lost	Yes
Date ceased work	11/02/2011
Has the injured worker returned to work?	Yes
Date of return	12/02/2011
Did the worker return to	Pre Injury Duties

Treating Doctor Details

Doctor's name	Dr. Smith
Hospital name (if worker hospitalized)	
Phone	0298887777

Treatment Details

What treatment is the worker undergoing?	None
Has treatment ceased?	Yes
Additional information	

For Security Purposes We Require You To Enter A Security Code

Security Code:

Enter above security code in the box below.

Please review all details carefully before submitting this initial Notification of injury.

Buttons: Cancel, Print Notification, Previous, Submit

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CGU .live Initial Notification of Injury NSW

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Thank You

Your initial notification of injury has now been lodged. Your claim number is 1000000664422.

Please note an initial notification of injury does not constitute an admission of liability on behalf of CGU insurance. CGU will be in contact to advise you on your claim's progress.

Buttons: Print This Notification, Enter a New Notification, Close Window

- Click on the “Print this Notification” button to create a PDF of your review summary and reference number. You can then save, print or email this file.

- If you have another notification to submit, click on the “Enter a New Notification” button.

- If you have finished click on the green “Close Window” button to exit the Initial Notification of Injury application.

NOTE: After you have submitted a notification to CGU, you must not use the BACK button on your internet browser. This will cause a duplicate notification to be submitted to CGU.

