Accidents happen...

Even though reasonable precautions are taken, accidents happen—it’s a fact of life.

Situations can occur when something unfortunate happens but are not compensable because you have accepted responsibility as a result of published policies, warning signage of no responsibility assumed by NIU, reasonable precautions were taken, improper or illegal acts and the like.

However, there are times when, an injury or loss on NIU controlled property or in conjunction with event participation on behalf of the University, you may request consideration of “out-of-pocket” expenses not covered by insurance.

This brochure will explain when and how you can do that.

Claims Management
James Venskus, Coordinator

Northern Illinois University
Office of General Counsel
Altgeld Hall 330

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DISCLAIMER NOTICE
This brochure is for the purposes of providing general information only. This brochure is not intended to provide legal advice nor constitute an agreement between the reader and Northern Illinois University.
What Should I Do?
1. Get help if needed—from NIU staff, NIU Police Department or by calling 911.
2. Promptly report the incident to an NIU staff member so that they can record and submit an Incident Report.

What Happens Next?
1. Unless you need immediate medical care, report the incident to University staff as soon as possible! Staff will complete an Incident Report; NIUPD will log calls and an official officer police report. Report it as soon as feasible.
2. Send your request for compensation consideration to NIU Claims Management. Your request which can be an email or letter (no form is needed) should include contact information for you, your version of what happened (who, what, when, where, why and how; any witnesses?), and why you believe the University is responsible and ought to assist you.
3. Claims Management will open a claim file and collect the applicable reports from all parties and review the data.
4. Please provide your bills, insurance company’s Explanation of Benefits, receipts when all services are complete.
5. The University will make a determination, if appropriate, if outside insurance coverage or University Self Insurance may cover your request.
6. If we can honor your request, we will ask you to sign a notarized Resolution and General Release form.
7. Once we have received the Resolution Document, we will request payment through Accounting — Accounts Payable.

When Do I Need to Request Consideration?
As soon as possible! Delaying may make it impossible to properly look into your request, the conditions, contact witnesses, et cetera. This can affect the outcome and avoiding any delays is in your best interest.

Can My Request Be Denied?
Yes. As a public institution of higher education we are must verify that expenses paid out were necessary and legitimate. Typically, only “out-of-pocket” expenses (those not covered by insurance) are considered for reimbursement. Requests are reviewed on a case-by-case basis considering the circumstances.

What If I Do Not Agree With the University’s Decision?
As a state agency, claims against the University are properly filed in the:

Illinois Court of Claims
100 W Randolph St # 10-400
Chicago, IL
(312) 814-3887

For more information about filing a claim, please call 217-782-7101 (Springfield) or 312-814-5010 (Chicago), Mon.-Fri., 8:00 a.m.-4:30 p.m.

Additional information can be found at:
http://www.cyberdriveillinois.com/departments/court_of_claims/about.html

Requests for Compensation Consideration
Checks may take 2-3 weeks and are only issued to the injured party (not medical or other providers; you must use the funds to settle those accounts).

Who Can Apply?
Students, employees (if not related to working at NIU)- see Worker’s Compensation website) or guests.

What Types of Incidents?
If you’ve suffered a personal injury or loss / damage of property where you believe the University is more responsible than you for the incident. You may have a legitimate basis to apply for damages. Incidents that happen on University controlled property and sometimes when you are present elsewhere on behalf of the University may be eligible for compensation.

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