



New Jersey Schools Insurance Group  
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[www.njsig.org](http://www.njsig.org)

## Board of Trustees Meeting of September 21, 2022 IT Report

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### **Emailing Claims Letters to the Members and Brokers**

NJSIG changed the manual process of printing the letters, and mailing them to automatically emailing members and brokers claim acknowledgement and close letters. This improved streamlined process will get these letters out faster and save money on mailings.

### **Provider Invoice (Billing) Import**

We are working with our pharmacy benefits manager to create a billing interface so that NJSIG can accept an electronic data feed for invoices. Currently, this is a manual process where we receive a paper invoice through our document management system. We expect this automated process to save time, help to reduce errors, prevent duplicate invoices, and provide a reportable audit trail.

### **Reporting**

All loss run report requests to the IT department during the renewal period were met timely. Claims data and premium data were provided as requested by the IT department for the actuary reporting.

Jeffrey Cook  
Information Systems Manager