

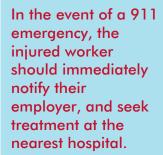
Steps for Reporting an Injury

INJURED EMPLOYEE:

- 1. Immediately report the injury to your supervisor or your human resources personnel.
- Seek medical treatment at the nearest occupational health clinic. For a list
 of providers, visit the website <u>www.aig.com/intellirisk</u>. To search for a
 provider:
 - Click on "Find Medical Care" and then the link "Find nearby medical care."
 - Do a radius search, and under the Provider Types, select "First Treatment Providers."
 - To narrow your search, choose "Occupational/Industrial Medicine."
- 3. Your supervisor or human resources personnel will give you a **Tmesys Pharmacy First Fill** document. Take this document with you to a medical facility as well as the pharmacy information, if you are given a script for your work-related injury.
- 4. Let your supervisor or human resources personnel know when you have received medical treatment, and the results of the visit (i.e., work restrictions or full duty).

EMPLOYER:

- 1. Report the injury immediately to AIG via "Report a Claim" at www.aig.com/reportaclaim or telephonically at 877-399-6442.
- 2. Direct employee to the nearest occupational health clinic and provide them with a Tmesys Pharmacy First Fill document. For a list of providers, visit the website www.aig.com/intellirisk. See search instructions under the Injured Employee section.





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