



# Steps for Reporting an Injury

## INJURED EMPLOYEE:

1. Immediately report the injury to your supervisor or your human resources personnel.
2. Seek medical treatment at the nearest occupational health clinic. For a list of providers, visit the website [www.aig.com/intellirisk](http://www.aig.com/intellirisk). To search for a provider:
  - o Click on "**Find Medical Care**" and then the link "**Find nearby medical care.**"
  - o Do a radius search, and under the Provider Types, select "**First Treatment Providers.**"
  - o 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).

In the event of a 911 emergency, the injured worker should immediately notify their employer, and seek treatment at the nearest

## EMPLOYER:

1. Report the injury immediately to AIG via "Report a Claim" at [www.aig.com/reportaclaim](http://www.aig.com/reportaclaim) or telephonically at 800-910-2667.
2. Direct employee to the nearest occupational health clinic and provide them with information on the pharmacy benefits management. For a list of providers, visit the website [www.aig.com/intellirisk](http://www.aig.com/intellirisk). See search instructions under the Injured Employee section.



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