



TOKIOMARINE
AMERICA

Dear Insured:

Thank you for choosing Tokio Marine Management as your Workers' Compensation insurance carrier. We are very pleased to have your business and we are looking forward to working with you.

We now have made our **Workers' Compensation Claims Kit** available to you in an online format that you can download, save and/or print.

We would ask that you take a moment to access our Workers' Compensation Claims Kit. Visit our website at www.tmamerica.com:

1. **Select "Claims" from the menu bar**
2. **Select "Workers' Compensation"**

Workers' Compensation Claims Kit which contains helpful information on the following topics:

1. **Employers' Reporting Procedure for Workers' Comp Claims** – what an employer should do when a claim occurs
2. **Workers' Comp Claim Reporting Methods** – options on how to report a claim including Internet reporting and 1-877-LOSS4TM
3. **ACTEC Claims Reporting Guide** - reporting format to ACTEC
4. **California First Aid Claim Filing Requirements**
5. **Important Notice to WC Policyholders**
6. **Workers' Comp Claims Handling Zone Guide** – listing of Tokio Marine branch offices, respective territories and contact persons
7. **Provider Search Instructions** – how an employer can find a doctor or clinic in the PPO network
8. **First Fill Pharmacy Program**

If you have any questions regarding the information provided, please send an e-mail request to: claim-account-coordination@tmamerica.com