# PEEICP

**PUBLIC EDUCATION EMPLOYEE INJURY COMPENSATION PROGRAM**

*EMPLOYEE QUICK REFERENCE GUIDE*

**ONE INJURY. ONE CALL. ONE TEAM.**

## WHAT TO DO IF YOU'RE INJURED

**1. Report the Injury**

Complete an Employee Accident Report and report your work-related injury immediately. Submit the report to your supervisor or executive officer as soon as possible, but no later than five (5) working days after the injury.

**Emergency Medical Care:** If the injury is life-threatening or requires emergency treatment, call 911 or seek immediate emergency medical care first. Report the injury to your supervisor as soon as reasonably possible afterward.

**2. Submit the First Report of Injury**

Call the Nurse Triage Line to initiate the First Report of Injury. If Nurse Triage is not used to initiate the First Report of Injury, your supervisor or executive officer must complete the First Report of Injury and submit it, along with the Employee Accident Report, to Millennium Risk Managers.

**3. Claim Review**

Once both reports are received, Millennium Risk Managers will verify the claim information and discuss the next steps with you.

**4. Obtain Medical Treatment**

Follow medical treatment instructions based on your coverage. Employees covered by PEEHIP must use an authorized treating physician covered by PEEHIP. Employees not covered by PEEHIP will be directed to an authorized medical provider.

**5. Payment for Medical Treatment and Pharmacy Benefits**

PEEHIP employees should present their medical insurance card and Provider Reimbursement Form and may request reimbursement for eligible copays and deductibles.

Employees not covered by PEEHIP will have eligible medical expenses paid directly by the Program.

**6. Mileage Reimbursement**

Mileage reimbursement is available for travel to and from authorized medical appointments. Submit the Mileage Reimbursement Form and appointment documentation within 12 months.

**7. What to Bring to Your Medical Appointment**

Bring your Authorization for Release of Medical Records, medical insurance card (if applicable), and Provider Reimbursement Form.

# REPORTING TIMELINE

Report your on-the-job injury as soon as possible. The Employee Accident Report must be completed within five (5) working days. Prompt reporting helps ensure timely medical treatment.

# IMPORTANT CONTACTS

Main Phone Number - 205-451-0812 - General main number for Millennium Risk Managers.

General Email - PEEICB@mrm-llc.com - For all correspondence to MRM

Bills Email - Bills-PEEICB@mrm-llc.com - For all medical bills, legal bills, vendor bills, or any bills to be paid from the FUND

Claim Forms Fax Number - 205-777-6097 - Fax both Accident & Injury Reports

Nurse Triage Line - Initial Claim Reporting Only - 1-800-27-CLAIM (1-800-272-5246) Available 24/7/365

# FORMS YOU MAY NEED

- First Report of Injury
- Accident Report Form
- How to File an On-the-Job-Claim
- Medical Reimbursement Instructions
- Medical Records Release
- Co-Pay/Deductible Reimbursement Form

**Visit Our Website:** https://peeicb.alabama.gov

**WE'RE HERE TO HELP:** 205-451-0812

*The Public Education Employee Injury Compensation Program (PEEICP) is administered in accordance with the Maryann Leonard Educators' On-the-Job Injury Act.*