

AMIC Announces E-mail Address for Claims Reporting

newclaim@AMICentral.org

For the convenience of our members, AMIC has designated a specific e-mail address for claims reporting: **newclaim@AMICentral.org**. This reporting method will provide a higher level of efficient service by centralizing the claim reporting process. The address will be monitored by several designated AMIC Claims Department staff members.

newclaim@AMICentral.org may be used to forward the following information to AMIC:

1. Notice of incidents, events or potential claims.
2. Notice of Official Claims.
3. Lawsuits and EEOC Charges of Discrimination.



Questions? 334-386-3863 or 1-866-239-AMIC

Do's and Dont's

DO's

- ✓ Call AMIC immediately! Take pictures of the damage!
- ✓ Take pictures of the incident site!
- ✓ Complete an incident report!
- ✓ List witnesses & parties involved!
- ✓ File police report (if necessary)!

DON'Ts

- ✗ Admit liability or pay for a claim yourself!
- ✗ Put off filing a claim!
- ✗ Disturb/alter the incident site!
- ✗ Discuss confidential claims!
- ✗ Make promises to claimants!
- ✗ Forget to file required forms!
- ✗ Take threats of claims lightly!

Handling a Claim:

When handling a claim, it is always critical for municipalities to proceed carefully. Above is a list of some of the important things to remember when you have an incident, injury or other loss.

Please advise the AMIC claims office of all incidents and/or events. Remember, you can call even if you only have a question.

Call toll-free 1-866-239-AMIC.

The above is intended to be a summary of coverage only. For specific details on coverage terms and conditions, please refer to the current Alabama Municipal Insurance Corporation Coverage Document.