

Claim Submission Guidelines

Accident Fund

Filing a new injury report

- **Include policy number.** whenever possible
 - Providing a valid policy number on each submission helps us to get your claim set up timely
- Include as much information as possible
 - The more information you can provide upfront, the better
- Use a new, clean report form
 - We prefer a generic form provided by us or a state-specific injury report form, but we accept other forms that contain the necessary information
- Type the report form whenever possible (if handwritten, please be sure it is legible)
- If including other documentation, place the report form at the top
- Report claims directly to the intake team to expedite set up
 - Please don't send your report to a specific person when submitting a claim as it may impact our turnaround time
 - Feel free to copy anyone you would like included on your submission
 - You can report your own claims 24/7/365 on our [Portal](#) and receive a claim number and claim representative's contact information immediately
 - The intake team can be reached by:
 - Email: ClaimsExpress@accidentfund.com (for **initial** submission of injury report with supporting documentation only)
 - Phone: 866-206-5851 (follow the Accident Fund prompts to report a new claim)

Submitting additional paperwork post new injury setup

- Once a claim has been established and you have a claim number, all additional documentation should have the claim number included and submit by email, fax or mail to:
 - Email: documentimaging2@accidentfund.com
 - Fax: 517-316-2747
 - Mail: P.O. Box 40790, Lansing, MI 48901-7990