

AIG-CHIARELLO FIREARMS PROGRAM

CLAIM REPORTING PROCEDURES

All claims regardless of severity or location should be reported. The Athens Administrators Claims Intake Center is ready to accept new losses and provides four ways for you to submit new loss reports:

E-mail: aigchiarellofirearms@athensadmin.com

cc: claims@jcinsco.com

FAX: (916) 384-0965

Telephone: 1-888-534-6375

Mail: Athens Insurance Services, Inc.

1765 Challenge Way Suite 110
Sacramento, CA 95815
Phone: 800-677-7896
Fax: 916-384-0965
Attention: Cheryl Needham
Claims Assistant-P&C

Notices that do not require action (“incident reports”) should be clearly marked **“REPORT ONLY”**.

The Athens Claims Intake Center will review all claims notices upon receipt and assign to the handling claims office. A claim acknowledgement will then be transmitted to the designated individual advising of the Athens claim number and adjuster assigned to the claim.

*If after hours-emergency claims service is required, please advise the call center agent who will advise Athens an on-site adjuster has been requested.