***REPORTING A PERSONAL ACCIDENT CLAIM***

To report a new **Employee Personal Accident** claim please email the following address:

[paul.conway@wtwco.com](mailto:paul.conway@wtwco.com?subject=New%20PA%20claim%20;%20Client:%20TUSMM%20;%20AIG%20policy%20no.%20HGA66731%20;%20Date%20of%20incident%20??/??/????%20;%20Your%20Initials%20e.g%20AB)

In the subject bar please include the following (*please amend the items in italics*) :

**New PA claim ; Client: TUSMM ; AIG policy no. HGA66731 ; Date of incident** *??/??/???? ; Your Initials e.g AB*

You must also include the following in your email:

* Completed AIG claim form (click here [PA claim form](https://tus.ie/app/uploads/ProfessionalServices/HR/MidlandsBenefitsDocs/AIG_Personal_Accident_Claim_Form.pdf))
  + *Please note that your AIG policy number is* ***HGA6673*** *& the Insured Title is* ***Technological University of the Shannon: Midlands Midwest***
* Your contact details - address / telephone number / email address
* Confirmation of your position in company
* Copies of receipts confirming the total cost of the treatment

If you have any queries, please contact - Paul Conway, Claims Service Advisor, Willis Towers Watson. 021 4207753. [paul.conway@wtwco.com](mailto:paul.conway@wtwco.com)