



Public Education Employee Injury Compensation Board



How to File an On-the-Job Injury Claim

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.

If you are a full-time public education employee or an adult bus driver and sustain a work-related injury on or after **October 1, 2026**, follow the steps below to file a claim under the Public Education Employee Injury Compensation Program (PEEICP).

1. Report the Injury

Complete an **Employee Accident Report**. Report every work-related injury immediately, regardless of severity. The Employee Accident Report must be completed within five (5) working days from the date of injury, prompt reporting helps ensure timely medical care and accurate claim administration. Submit the completed report to your immediate supervisor or the executive officer of your school system.

After reporting your injury, you are encouraged to use the **Nurse Triage Program**. The average call lasts approximately **13 minutes**. During the call, a registered nurse will:

- Ask questions about your injury.
- Recommend the appropriate next steps for medical treatment.
- Complete and submit the **First Report of Injury** on your behalf.

Both the injured employee and the employee's supervisor (or another member of school leadership) should participate in the call.

Nurse Triage Hotline

Phone: 1-800-272-5246

Availability: 24 hours a day, 7 days a week, 365 days a year

After completing the call, you must still submit your **Employee Accident Report** to the program's third-party administrator (TPA) Millennium Risk Managers.

Email: PEEICB@mrm-llc.com

Fax: 205-777-6097

If you choose not to use the Nurse Triage Program, follow the procedures outlined in Step 2.

2. Submit the First Report of Injury

If the Nurse Triage Program is not used, your immediate supervisor or the executive officer of your school system must complete the **First Report of Injury** and submit it along with the **Employee Accident Report** to the Public Education Employee Injury Compensation Program's third-party administrator (TPA).

Reports may be submitted by email, fax, or mail.

Millennium Risk Managers (TPA)

c/o PEEICB

P.O. Box 382408

Birmingham, AL 35238

Email: PEEICB@mrm-llc.com

Fax: 205-777-6097

3. Claim Review

Once the TPA receives both the **Employee Accident Report** and the **First Report of Injury**, you will be contacted to verify the claim information and discuss the next steps.

4. Obtain Medical Treatment

Medical treatment procedures depend on whether you are covered by **PEEHIP**.

- **Employees covered by PEEHIP (through Blue Cross/Blue Shield or Viva HEALTH):** Unless it is a true emergency, you must use a network physician for treatment. The TPA or Triage nurse can assist in identifying a network physician and can assist in coordinating treatment. You can also call your plan's customer service department.
- **Employees not covered by PEEHIP:** The TPA will direct you to an authorized medical provider (a physician within the TPA's network) for treatment of your work-related injury.

Third-Party Administrator (TPA)

Millennium Risk Managers

Phone: 205-451-0812

5. Payment for Medical Treatment & Pharmacy Benefits

Employees Covered by PEEHIP

Present your BlueCross BlueShield of Alabama or VIVA Health medical insurance card and **Provider Reimbursement Form** at each medical appointment and pay any required copayments or deductibles under your health insurance plan.

Copayments and deductibles are reimbursable through the Public Education Employee Injury Compensation Program. To request reimbursement, submit the following to the TPA within **12 months** of the date the expense was incurred:

- Copay and Deductible Reimbursement Form
- Required supporting documentation

Employees Not Covered by PEEHIP

The Public Education Employee Injury Compensation Program will pay for authorized medical treatment directly. You will not be responsible for copayments or deductibles. To help avoid billing delays or confusion, all injured employees should provide the medical provider with a **Provider Reimbursement Form** at the time of their appointment.

Pharmacy Benefits

Much like medical treatment outlined previously pharmacy benefits are covered under the program as well. For injured employees covered by PEEHIP through either Blue Cross Blue Shield or VIVA HEALTH, your prescriptions will be covered by PEEHIP in the same manner that your prescriptions are currently filled. If you incur a copay associated with the

prescribed medication that copay is reimbursable through the PEEICP by completing a Copay and Deductible Reimbursement Form within **12 months** of the date the expense was incurred.

For injured employees not covered by PEEHIP pharmacy benefits will be managed by Millennium Risk Managers (TPA) and there will be no out-of-pocket expenses associated with your prescribed medications.

6. Mileage Reimbursement

All covered employees are eligible for mileage reimbursement for travel to and from authorized medical appointments related to their work-related injury.

To receive reimbursement, submit the following to Millennium Risk Managers (TPA) within **12 months** of the date of travel:

- Mileage Reimbursement Form
- Documentation from the medical appointment for which reimbursement is requested

7. What to Bring to Your Medical Appointment

Bring the following items to each authorized medical appointment:

- Authorization for Release of Medical Records
- BlueCross BlueShield of Alabama or VIVA Health Medical Insurance Card (if applicable)
- Provider Reimbursement Form

Questions?

If you have questions about filing an on-the-job injury claim, please contact

Millennium Risk Managers.

Phone: 205-451-0812

Email: PEEICB@mrm-llc.com

If you receive a medical bill related to your work injury, do not ignore it. Forward it to Millennium Risk Managers immediately for review and assistance.