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Dear Employer:

AIG, your Workers’ Compensation carrier, has chosen Windham Group’s Work Injury Network (WIN) Managed Care Program to provide Managed Care Services to you and your employees.

Below is a quick outline of what you, as the employer, have to do to install The WIN Managed Care Program. Please take the time now to orient your supervisors and staff to the managed care procedures, do not wait until an injury occurs.

* Make your employees aware that this program is for work related injuries only.
* Each employee must receive a “Dear Employee letter” which outlines their rights and responsibilities under Managed Care.
* We ask that each employee sign the letter, and return same to you. This is YOUR documentation that the employee was alerted to the process. Keep a signed copy in your personnel files.
* The employee needs to have access to the Managed Care Network of Providers. This can be found on our company web page at [www.windhamgroup.com](http://www.windhamgroup.com).
* Please display the enclosed legal posting on your Employee Bulletin Board. We suggest placing it next to the NHDOL posting for Workers’ Compensation.
* When an employee is injured, the employee must be given an ID card, to present to provider.
* **Remember to report all injuries promptly to AIG. This will ensure timely and effective Managed Care Services.**

We look forward to working together with you and AIG, towards controlling and containing workers’ compensation costs, while providing timely and quality medical care to your employees.

Thank you for your time and consideration. If you have any questions or concerns, please contact the WIN at

**1-800-898-0386 x1211**.

Sincerely,

Sebastian Grasso

President

