

## When to Involve Ametros

- **When you're aware of a settlement** that resolves future medicals, send an email to **referral@ametros.com** with case details and your local Ametros representative will get back to you
- Inform Ametros **when settlement negotiations begin** and we can help by providing information or attending a conference call or mediation
- We can help with concerns about settling medicals **answer any questions from the individual** that may be roadblocks to settlement

## Activating a CareGuard Account is Simple

Once Ametros has the following items indicated below, the CareGuard account is activated and Ametros' onboarding team will call the individual. **Please mail all fees, checks, etc. to Ametros Financial Corporation, Department 7710, PO Box 4110, Woburn, MA 01888-4110.**



**The Signed CareGuard Agreement** – please send this to us as soon as it's signed by the individual



**Setup fee** – The setup fee is good for a lifetime of professional administration. All checks can be payable to "Ametros fbo <INJURED WORKER NAME>" and mailed to Ametros' mailing address listed above



**Funding:** The allocation funding amount or, in the case of a structured settlement, seed and annuity payments, should be made out to "Ametros fbo <INJURED WORKER NAME>." Checks should be mailed to Ametros' mailing address listed above



**The Approved Settlement Documents**

## Switching to Professional Administration

It's easy to switch to professional administration even if the case settled as self-administered

- The individual will need to sign the CareGuard member agreement
- If the seed or lump sum is received by the individual or their attorney, the check can be endorsed for deposit only to "Ametros fbo <INJURED WORKER NAME>," or it can be deposited and then send a check to Ametros' mailing address
- For a structured settlement, Ametros can work with the structured broker or life company to update the annuity, so it comes directly to Ametros