

**TO: ATLANTIC IMAGING GROUP MEMBERS**

**FROM: WILLIAM J. DEGASPERIS**

**DATE: FRIDAY, SEPTEMBER 15, 2000**

**RE: NEW CLAIMS OFFICE ADDRESS**

Effective Friday, September 15, 2000 we would ask that all claims for Dates of Service after July 1, 2000 be sent to:

**Atlantic Imaging Group, LLC  
Claims Department  
2 Ridgedale Avenue, Suite A-10  
Cedar Knolls, NJ 07927**

**This new address will result in expedited submission of *clean claims*. We will still process claims sent to Shrewsbury however there may be a delay in the transportation to Cedar Knolls.**

**Our suggestion for your in house claims systems is to ADD a new Insurance Carrier with AIG after the client name and load the new address.**

**Ex: ALLSTATE/AIG  
Liberty Mutual/AIG**

This will prevent many of the human errors that have resulted in claims being sent directly to the carrier and being returned to ATLANTIC as a bill around.

**I intend to be visiting over the next 2 months EVERY Facility to personally meet with the owner's, managers and/or claims staff.**

If you have any questions regarding this communication please contact:  
Bill DeGasperis, President----- 973-451-1257 or,  
Diane D'Amore VP Operation----732-380-1144