MISSOURI S&T University of Science & Technology

AUTO CLAIM CHECKLIST

Curators of the University of Missouri
Self Insured Claims Administrator
Corporate Claims Management, Inc (800) 449-2264

- Call the police and request assistance.
- Obtain names, addresses and phone numbers, both day and night, of all parties, ***including witnesses***.
- Note the year, make and model of other vehicle(s) involved.
- Note the location of the accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

See other side

Missouri S&T Contact

Betty Birkner
(573)341-4305
birkner@mst.edu

MISSOURI S&T University of Science & Technology

AUTO CLAIM CHECKLIST

Curators of the University of Missouri
Self Insured Claims Administrator
Corporate Claims Management, Inc (800) 449-2264

- Call the police and request assistance.
- Obtain names, addresses and phone numbers, both day and night, of all parties, ***including witnesses***.
- Note the year, make and model of other vehicle(s) involved.
- Note the location of the accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

See other side

Missouri S&T Contact

Betty Birkner
(573)341-4305
birkner@mst.edu

MISSOURI S&T University of Science & Technology

AUTO CLAIM CHECKLIST

Curators of the University of Missouri
Self Insured Claims Administrator
Corporate Claims Management, Inc (800) 449-2264

- Call the police and request assistance.
- Obtain names, addresses and phone numbers, both day and night, of all parties, ***including witnesses***.
- Note the year, make and model of other vehicle(s) involved.
- Note the location of the accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

See other side

Missouri S&T Contact

Betty Birkner
(573)341-4305
birkner@mst.edu

MISSOURI S&T University of Science & Technology

AUTO CLAIM CHECKLIST

Curators of the University of Missouri
Self Insured Claims Administrator
Corporate Claims Management, Inc (800) 449-2264

- Call the police and request assistance.
- Obtain names, addresses and phone numbers, both day and night, of all parties, ***including witnesses***.
- Note the year, make and model of other vehicle(s) involved.
- Note the location of the accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

See other side

Missouri S&T Contact

Betty Birkner
(573)341-4305
birkner@mst.edu

MISSOURI S&T University of Science & Technology

AUTO CLAIM CHECKLIST

Curators of the University of Missouri
Self Insured Claims Administrator
Corporate Claims Management, Inc (800) 449-2264

- Call the police and request assistance.
- Obtain names, addresses and phone numbers, both day and night, of all parties, ***including witnesses***.
- Note the year, make and model of other vehicle(s) involved.
- Note the location of the accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

See other side

Missouri S&T Contact

Betty Birkner
(573)341-4305
birkner@mst.edu

MISSOURI S&T University of Science & Technology

AUTO CLAIM CHECKLIST

Curators of the University of Missouri
Self Insured Claims Administrator
Corporate Claims Management, Inc (800) 449-2264

- Call the police and request assistance.
- Obtain names, addresses and phone numbers, both day and night, of all parties, ***including witnesses***.
- Note the year, make and model of other vehicle(s) involved.
- Note the location of the accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

See other side

Missouri S&T Contact

Betty Birkner
(573)341-4305
birkner@mst.edu

MISSOURI S&T University of Science & Technology

AUTO CLAIM CHECKLIST

Curators of the University of Missouri
Self Insured Claims Administrator
Corporate Claims Management, Inc (800) 449-2264

- Call the police and request assistance.
- Obtain names, addresses and phone numbers, both day and night, of all parties, ***including witnesses***.
- Note the year, make and model of other vehicle(s) involved.
- Note the location of the accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

See other side

Missouri S&T Contact

Betty Birkner
(573)341-4305
birkner@mst.edu

MISSOURI S&T University of Science & Technology

AUTO CLAIM CHECKLIST

Curators of the University of Missouri
Self Insured Claims Administrator
Corporate Claims Management, Inc (800) 449-2264

- Call the police and request assistance.
- Obtain names, addresses and phone numbers, both day and night, of all parties, ***including witnesses***.
- Note the year, make and model of other vehicle(s) involved.
- Note the location of the accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

See other side

Missouri S&T Contact

Betty Birkner
(573)341-4305
birkner@mst.edu

MISSOURI S&T University of Science & Technology

AUTO CLAIM CHECKLIST

Curators of the University of Missouri
Self Insured Claims Administrator
Corporate Claims Management, Inc (800) 449-2264

- Call the police and request assistance.
- Obtain names, addresses and phone numbers, both day and night, of all parties, ***including witnesses***.
- Note the year, make and model of other vehicle(s) involved.
- Note the location of the accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

See other side

Missouri S&T Contact

Betty Birkner
(573)341-4305
birkner@mst.edu

AUTO CLAIM CHECKLIST

- **Never make a commitment nor admit liability!** Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.
- Do not talk to anyone about the accident, except:
  - Your campus claim coordinator and your supervisor/chair
  - The responding Police
  - The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.
- For more information visit: http://www.umsystem.edu/rim

AUTO CLAIM CHECKLIST

- **Never make a commitment nor admit liability!** Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.
- Do not talk to anyone about the accident, except:
  - Your campus claim coordinator and your supervisor/chair
  - The responding Police
  - The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.
- For more information visit: http://www.umsystem.edu/rim

AUTO CLAIM CHECKLIST

- **Never make a commitment nor admit liability!** Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.
- Do not talk to anyone about the accident, except:
  - Your campus claim coordinator and your supervisor/chair
  - The responding Police
  - The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.
- For more information visit: http://www.umsystem.edu/rim

AUTO CLAIM CHECKLIST

- **Never make a commitment nor admit liability!** Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.
- Do not talk to anyone about the accident, except:
  - Your campus claim coordinator and your supervisor/chair
  - The responding Police
  - The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.
- For more information visit: http://www.umsystem.edu/rim

AUTO CLAIM CHECKLIST

- **Never make a commitment nor admit liability!** Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.
- Do not talk to anyone about the accident, except:
  - Your campus claim coordinator and your supervisor/chair
  - The responding Police
  - The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.
- For more information visit: http://www.umsystem.edu/rim

AUTO CLAIM CHECKLIST

- **Never make a commitment nor admit liability!** Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.
- Do not talk to anyone about the accident, except:
  - Your campus claim coordinator and your supervisor/chair
  - The responding Police
  - The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.
- For more information visit: http://www.umsystem.edu/rim

AUTO CLAIM CHECKLIST

- **Never make a commitment nor admit liability!** Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.
- Do not talk to anyone about the accident, except:
  - Your campus claim coordinator and your supervisor/chair
  - The responding Police
  - The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.
- For more information visit: http://www.umsystem.edu/rim

AUTO CLAIM CHECKLIST

- **Never make a commitment nor admit liability!** Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.
- Do not talk to anyone about the accident, except:
  - Your campus claim coordinator and your supervisor/chair
  - The responding Police
  - The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.
- For more information visit: http://www.umsystem.edu/rim

AUTO CLAIM CHECKLIST

- **Never make a commitment nor admit liability!** Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.
- Do not talk to anyone about the accident, except:
  - Your campus claim coordinator and your supervisor/chair
  - The responding Police
  - The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.
- For more information visit: http://www.umsystem.edu/rim

AUTO CLAIM CHECKLIST

- **Never make a commitment nor admit liability!** Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.
- Do not talk to anyone about the accident, except:
  - Your campus claim coordinator and your supervisor/chair
  - The responding Police
  - The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.
- For more information visit: http://www.umsystem.edu/rim