Auto Claim Checklist

The Curators of the University of Missouri/Self Funded

Claims Administrators Brentwood Services 1-800-524-0604

- Call the police and request assistance
- Obtain the 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 accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

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- ***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 auto claim coordinator
  - The responding police
  - The University insurance claims adjuster-Brentwood Services
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.

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