



ADVENTIST RISK MANAGEMENT, INC.

Attn: Claims Services/Legal Services

12501 Old Columbia Pike Silver Spring MD 20904

301-680-6870 * FAX 301-680-6878

**GENERAL
LIABILITY
LOSS NOTICE**
(ED. 4/10)

ABOUT THE INSURED

Insured Entity Name & Address		Contact Person	Contact's Phone
Church or School or other:			Home:
Conference:		Title:	Work:

ABOUT THE LOSS

Date of Loss:	Time of Loss:
Description of Accident/Nature of Activity (Use additional sheet if necessary)	

ABOUT THE LOCATION OF INCIDENT

Name & Address of Owner of Premises (If not the Insured)	Phone Number	Relationship to Insured
Location of Accident (include City & State)		

ABOUT THE INJURED PERSON OR DAMAGED PROPERTY

Name & Address (Injured/Owner)		Phone Number
Date of Birth	Sex	Describe Injury or Damage (example: fractured arm; sprained back, broken window, etc.)
Describe Property (Type, Model, Etc.)		Estimated Amount of Repair (if known)
Employer's Name & Address (please indicate relationship to insured/entity, if any.)		Phone Number

ABOUT WITNESSES

Name & Address	Work Phone	Home Phone

COMMENTS (Use additional sheets if necessary)

COMMENTS (Use additional sheets if necessary)			
Reported by	Reported To	Signature of Insured	
Title:	Phone:	Date:	Date:

LIABILITY

CLAIM INFORMATION IMMEDIATE AND TIMELY REPORTING IS CRITICAL

DOCUMENTATION NEEDED: *(To accompany completed claim form)*

- If an attorney is involved give name and address.
- Have papers been served? If so, when? Attach a copy.
- Copies of medical bills, if any.

ADDITIONAL DOCUMENTATION NEEDED FOR MEDICAL PROFESSIONAL LIABILITY SITUATIONS:

- Medical records
- Incident report
- Any statements by medical personnel

PROCEDURE:

Please send above information to Adventist Risk Management Inc. ARM will probably assign an adjuster on complex situations. It is important for you to cooperate with them: **If there are any problems let us know immediately.**

ANY ADDITIONAL INFORMATION MUST BE FORWARDED UPON RECEIPT

Adventist Risk Management, Inc.
12501 Old Columbia Pike Silver Spring, MD 20904
Fax: (301) 680-6878

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