Auto Claim Checklist

**Curators of the University of Missouri/ Self Insured Claims Administrator—CCMI 800-449-2264**

- 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—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.


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