



Office of **PROPERTY RISK**

State Captive Insurance Program **Information for Reporting a Claim**

Report All Claims Immediately To:

NewClaims.Arkansas@sedgwick.com

Please provide the following information when reporting a New Loss:

- Name of Insured Entity
 - Point of Contact (Name, Phone Number and Email Address)
 - Asset ID number for loss location (if available)
 - Physical Address for Loss Location
 - Cause of Loss
 - Date of Loss
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IMPORTANT

PROMPT REPORTING IS A POLICY COVERAGE REQUIREMENT THAT ALSO SERVES TO REDUCE COST AND EXTENT OF LOSS.

- Report claims as soon as they are discovered. Claims that are not reported one year from occurrence will be denied.
- Do NOT sign or execute any contracts until the adjuster has reviewed the contract and concurs with the terms, agreements and costs within the contract.
- Secure the structure from further damage and exposure to the elements.
- Follow the guidance and protocols set by the adjuster.
- When emergency repairs are necessary, please retain all damaged or replaced equipment and materials for inspection by the claim adjuster.
- Failure to submit requested information to a claim adjuster may cause a claim to be denied.

Office of Property Risk
1-855-249-2857
opr@arkansas.gov