



# *The Fourth District of the AME Church*

## Claim Reporting Kit





# Claim Reporting Directory

*Immediately Report Claims To:*

Coverage	Policy Number	Insurance Company	Reporting Contact Information
Property	Various	Various	<b>Sedgwick</b> <a href="mailto:ame4th@sedgwick.com">ame4th@sedgwick.com</a>
Package	0446815-08-959372	Church Mutual Insurance Company	Phone: 1.800.554.2642 Email: <a href="mailto:claimsintake@churchmutual.com">claimsintake@churchmutual.com</a> <a href="mailto:claims@churchmutual.com">claims@churchmutual.com</a>
Directors And Officers Employment Practices Crime (Liability)	PHSD1841376-003	Philadelphia Insurance Companies	<b>Website:</b> <a href="https://www.phly.com/Claims/Default.aspx">https://www.phly.com/Claims/Default.aspx</a> Phone: 1.800.765.9749 (Mon-Fri 8:30am - 8pm ET) Fax: 1.800.685.9238 Email: <a href="mailto:Claimsreport@Phly.Com">Claimsreport@Phly.Com</a> After Hours Claims (24*7) Phone: 1.800.765.9749 #3
Equipment Breakdown	BME1-C1040196-TIL-25	Travelers	Phone: 1.800.238.6225 Email: <a href="mailto:ebclaims@boilerre.com">ebclaims@boilerre.com</a>
Workers Compensation	0446815-07-959507	Church Mutual Insurance Company	Phone: 1.800.554.2642 Email: <a href="mailto:claimsintake@churchmutual.com">claimsintake@churchmutual.com</a> <a href="mailto:claims@churchmutual.com">claims@churchmutual.com</a>
Cyber Liability	0446815-08-959372	Church Mutual Insurance Company	Phone: 1.800.554.2642 Email: <a href="mailto:claimsintake@churchmutual.com">claimsintake@churchmutual.com</a> <a href="mailto:claims@churchmutual.com">claims@churchmutual.com</a>

**The Fourth District's Insurance program will not honor a Public Adjusters report.**





# Claim Reporting

No matter how strong your risk management program, you will unfortunately encounter claims. Accidents do occur and prompt, complete reporting is the first step towards a successful outcome.

The more information you can provide when reporting a claim, the sooner an adjuster can respond. When reporting a claim, here are several tips to assist you:

- ★ Report the claim immediately — don't delay. If this is a serious injury / accident, please be sure to **PHONE** your claim directly. Please do not email or fax claims of this nature.
- ★ Collect as much information as possible regarding the loss, such as date and time, policy numbers, reporting location, parties involved, accident description, type of injury and estimated damages.
- ★ Submit all police reports, estimates, photos and any materials/receipts to the adjuster handling the claim.
- ★ Do not speak with third parties about the claim, do not discuss "fault."

**Please refer to the Claim Reporting Directory above for reporting details.**

