

Claims Reporting

Please report all incidents that might lead to a claim immediately.

Brandi Wesson has been assigned to handle all of your claims except workers compensation claims. All claims falling under these coverage lines should be reported directly to her and all written documentation sent to her attention.

Brandi Wesson
Harmon Dennis Bradshaw, Inc.
P.O. Box 241667
Montgomery, AL 36124-1667

334-273-7277 – Main Number
334-273-9197 – Claims Fax
800-239-5512 – Toll Free
E-Mail: bwesson@hdbinsurance.com

****Workers' Compensation claims are reported directly to the WC carrier as shown in the instructions accompanying your WC policy. However, if you need assistance in reporting any WC claims, feel free to contact Brandi Wesson as she can help put you in touch with the right person at your WC insurer's office.**

Steps to take immediately following a Property Boiler and Machinery Loss:

1. Protect undamaged property from loss
2. Take photos of any damaged property
3. If temporary repair was necessary to prevent any further damage; be sure to retain receipts for these expenses
4. Call or fax the claim to Brandi Wesson at Harmon Dennis Bradshaw

Include the following information:

- a. Loss type (theft, wind, hail, fire, vandalism, water damage) and description of what happened and severity
- b. Location, date and time that loss occurred
- c. Estimated amount of property damage
- d. Police Report of assigned case number; if applicable
- e. Your contact information or the contact information for the person who should be contacted by the adjuster

****Note:** Do not delay the submission of the claim just because of incomplete information.

Steps to take immediately following a Crime/Employee Dishonesty Loss:

1. Contact Brandi Wesson at Harmon Dennis Bradshaw immediately for instructions.

Steps to take to file a Liability or Automobile claim:

1. Call in or fax the claim to Brandi Wesson at Harmon Dennis Bradshaw
2. Include the following:
 - a. Date, time and location of loss
 - b. Accident description
 - c. Names, addresses and telephone numbers of injured persons and injury description
 - d. Names, addresses and telephone numbers (daytime and evening) of witnesses
 - e. Your contact information

****Key Notes:**

- If you receive notification of a lawsuit or any correspondence from an attorney or EEOC charge, you should immediately fax it to Brandi Wesson's attention.
- You should also notify Brandi of any circumstances which may later give rise for a claim. Brandi will then discuss the circumstances with your account management team members to determine whether or not your insurer should be placed on notice as a precautionary measure since your policy may contain claims reporting time restraints.
- Be sure to include on your submitted form any suspected contributory negligence of others.