

CLAIM REPORTING PROCEDURES

There are currently 4 ways to report claims:

1. Fax
2. E-mail
3. Mail
4. Telephone

Complete the attached appropriate Claim/Incident Report. The OTARMA Claims Department is available to assist you in completing the form.

Claim/incident Reports should be sent immediately, even if supporting information is not available.

Be as detailed as possible in describing the claim. Incomplete reports may result in a delay in settlement.

Fax all Summons and Complaints.

For Automobile Physical Damage claims, attach two estimates for repair (if available).

Attach a copy of the police or fire department reports.

Include a telephone number where you can be reached between 8:30 am and 5:00 pm, along with a contact name.

Mail or fax all documentation to:

OTARMA Claims Department
c/o
Public Entity Risk Services of Ohio (PERSO)
Deborah Henry
6500 Taylor Road
Blacklick, Ohio 43004

Telephone No.: (866) 907-3776 or (614) 729-1600

Fax No.: (614) 729-6046

E-mail Address: dhenry@persopool.com