

How to Report a Claim

Report of a Medical Malpractice, Potential Medical Malpractice, or General Liability Claim

To report an adverse event, a demand for compensation, or receipt of a presuit notice or any court filings, email ReportClaim@ProAssurance.com or call [877-778-2524](tel:877-778-2524).

Include the following information:

- Full name of claim reporter
- Policy number
- Phone number for callback purposes
- Practice state
- Practice name
- Patient/claimant name and date of birth
- Reason for report, allegations, and date of occurrence
- Whether matter has been reported previously
- Insured full name
- Legal documents or letters

If immediate assistance is needed outside of business hours, please direct your call to our regional Claims leadership team:

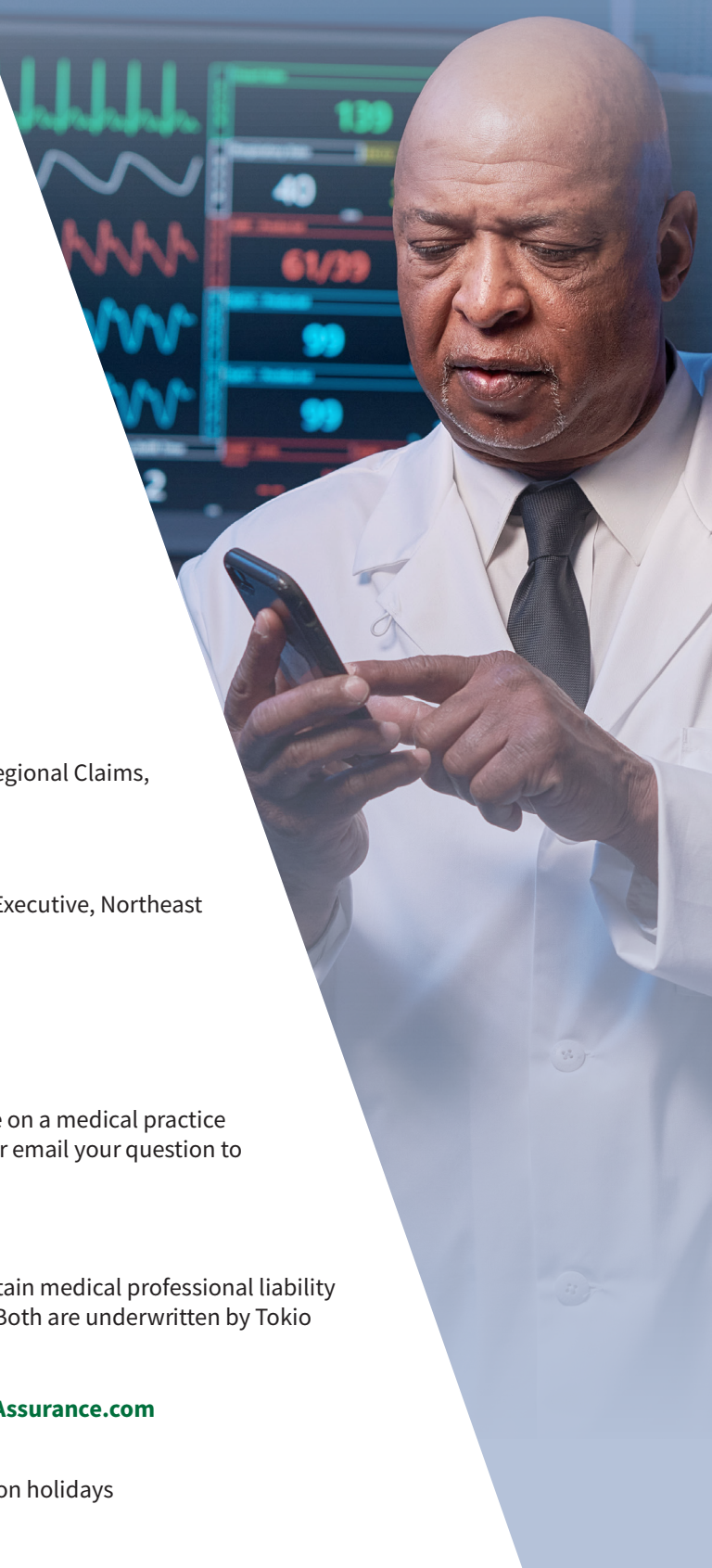
- **Gina Harris**
Regional Claims Executive, West
[702-697-6424](tel:702-697-6424), [954-464-4462](tel:954-464-4462) (Cell)
- **Tara Bostick**
Vice President, Regional Claims, Southeast
[205-337-2351](tel:205-337-2351)
- **Laura Ekery**
Regional Claims Executive, Southwest
[512-314-4360](tel:512-314-4360), [512-751-4603](tel:512-751-4603) (Cell)
- **Mark Lightfoot**
Regional Claims Executive, Northeast
[202-969-3102](tel:202-969-3102)
- **Mike Reynolds**
Vice President, Regional Claims, Midwest
[517-974-6876](tel:517-974-6876) (Cell)

Whether you're seeking help with a hypothetical question or guidance on a medical practice issue, you can call the **Risk Management Helpline** at [844-223-9648](tel:844-223-9648) or email your question to RiskAdvisor@ProAssurance.com.

Report of a Cyber Claim

Cyber liability protection with CyberAssurance® Plus is included in certain medical professional liability policies, and expanded cyber coverage is offered through ProSecure. Both are underwritten by Tokio Marine HCC. To report a claim:

- Collect the information above and email it to ReportClaim@ProAssurance.com
- Call [818-382-2030](tel:818-382-2030) (8:00 a.m.-5:00 p.m. PT)
- Call [888-627-8995](tel:888-627-8995) after regular business hours, on weekends, or on holidays



Dos & Don'ts

DO report a claim or incident to our **Claims department** immediately by calling **877-778-2524** or emailing **ReportClaim@ProAssurance.com**.

If you are in receipt of a complaint for damages, proposed complaint, small claims notice, notice of deposition, notice of an investigation by a state licensing board, subpoena, or any other type of legal documentation/proceeding, contact our **Claims team** *immediately!*

- **DO** maintain the original medical records in a safe place for future reference.
- **DO** cooperate completely with the Claims Specialist, defense counsel, and other individual(s) assigned by ProAssurance to the case.

If you have any questions about discharging a patient from the practice, addressing a dissatisfied patient, or handling an unexpected outcome, please contact the **Risk Management department**. Call the Helpline at **844-223-9648**, or you can email **RiskAdvisor@ProAssurance.com**. The links listed below address frequently asked questions:

- Risk Management Guidelines
- Sample Forms, Checklists, and Letters

For questions about payments, please refer to our **Billing department: Billing@ProAssurance.com** or **800-282-6242** (Option 1).

For questions about renewals, please contact your assigned underwriter.

- Regarding releasing a copy of a patient's medical records, provide a copy of the records. This request must be made by the patient or their legal representative through a signed **HIPAA-compliant authorization**. If the signed **authorization** is not received, **DON'T** release the records.

Sample releases are available at Sample Forms, Checklists, and Letters. If there are any questions concerning the authentication of the release, contact our **Claims department** at **877-778-2524**.

Remember

- **DON'T** alter or destroy the medical records. Doing so can negatively impact your defense and may void your insurance coverage.
- **DON'T** file a copy of the written claim report/legal documents within the patient's medical record. Keep all claim information in a separate, confidential file.
- **DON'T** chart any discussions you have with your Claims Specialist or defense attorney in the patient's medical record.
- **DON'T** make any personal comments about a patient or state any opinions regarding the care rendered or standard of care in your patient's chart: Only document the objective facts of the case.
- **DON'T** discuss the case with, or provide correspondence to, anyone other than a representative from ProAssurance or your attorney.
- **DON'T** conduct any research or investigation into the medical issues of the case including literature searches, on-line platform searches, and AI platform searches.



CLAIMS DEPARTMENT

877-778-2524

ReportClaim@ProAssurance.com



RISK MANAGEMENT DEPARTMENT

844-223-9648

RiskAdvisor@ProAssurance.com



BILLING DEPARTMENT

800-282-6242

Billing@ProAssurance.com