

## CLAIMS REPORTING: This is for non - WC claims

Claims are reported to Nova Casualty/Hanover in three ways –

- 1) hanoverprogramclaim@hanover.com
- 2) Phone: 1-800-828-7083 or
- 3) Fax: 508-926-1557



## WC CLAIM REPORTING PROCEDURES

All claims regardless of severity or location should be reported to the Sedgwick Claims Intake Center. The Sedgwick Claims Intake Center is ready to accept new losses and provides three ways for you to submit new loss reports:

1. **Email:** 3666AIXMetalWorkersBP@sedgwick.com
2. **Fax:** 1-855-279-9091
3. **Telephone:** Workers' Compensation – 855-275-9091

### Important!

- To expedite the handling of your newly reported loss, please be sure to include your Sedgwick Client Code with each new loss report!
- The Sedgwick Client Code is 3666.
- Notices that do not require action (“incident reports”) should be clearly marked **“REPORT ONLY”**.

The Sedgwick Claims Intake Center will review all claims notices upon receipt and assign to the Sedgwick handling branch office. A claim acknowledgement will then be transmitted to the designated individual advising of the Sedgwick claim number and the adjuster assigned to the case.