

**HEALTH CARE MUTUAL CAPTIVE INSURANCE COMPANY
(WORKERS' COMPENSATION INSURANCE PROGRAM)**

SERVICED BY:

Georgia Administrative Services, Inc.

Phone: (800) 421-0710 (770) 963-7732 Fax: (770) 963-5754

<u>Service Area</u>	<u>Contact</u>	<u>Telephone & Fax</u>
<u>Policy Services</u>		
Insurance Coverage Questions Premium/Payroll Audit Questions Certificate of Insurance Requests Quotations	Kayla Carter klcarter@georgia-admin.com	(800) 421-0710 (770) 963-7732 (678) 325-2697 (Direct) (770) 963-5754 (Fax)
Accounting/Billing Questions	Colleen Olmstead colmstead@georgia-admin.com	(678) 325-2658 (Direct)
<u>Claims</u>		
Reporting of New Claims Administration of Claims Already Reported Non-Catastrophic During Normal Business Hours (M-F 8:00 a.m. – 5:00 p.m.)	firstreport@gadminsucs.com	(678) 325-2693 (Direct) (770) 963-7732 (800) 421-0710 (770) 963-5754 (Fax)
Administration of Claims Already Reported	Dawn King dking@georgia-admin.com	(800) 421-0710 (770) 963-7732 (678) 325-2669 (Direct) (770) 963-5754 (Fax)
	Paige Frydrych pfrydrych@georgia-admin.com	(678) 325-2162 (Direct)
Reporting of New Claims Catastrophic Claims Only (After Normal Business Hours)	G.A.S. Personnel on Call	(770) 851-8120
<u>Loss Control Services</u>		
Loss Control Manager	Tim Schieffelin tschieffelin@georgia-admin.com	(800) 421-0710 (770)963-7732 (678) 325-2707 (Direct) (678) 938-1699 (Cell) (770) 963-5754 (Fax)

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