

**GEORGIA OILMEN'S ASSOCIATION
WORKERS' COMPENSATION INSURANCE PROGRAM, INC.**

**SERVICED BY:
Georgia Administrative Services, Inc.**

| <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 | Amanda Smith amandasmith@georgia-admin.com | (800) 421-0710 (770) 963-7732 (678) 325-2374 (Direct) (770) 963-5754 (Fax) |
| | Kayla Carter krcarter@georgia-admin.com | (678) 325-2697 (Direct) |
| Accounting/Billing Questions | Colleen Olmstead colmstead@georgia-admin.com | (678) 325-2658 (Direct) |
| Chief Operating Officer | Amy Schieffelin amys@georgia-admin.com | (678) 325-2698 (Direct) |
| <u>Claims</u> | | |
| Reporting of New Claims Administration of Claims Already Reported Non-Catastrophic During | firstreport@gadminsvecs.com | (678) 325-2693 (Direct) (800) 421-0710 (770) 963-7732 (770) 963-5754 (Fax) |
| Normal Business Hours (M-F 8:00 a.m. – 5:00 p.m.) | | |
| Administration of Claims Already Reported | Becky Jackson bjackson@georgia-admin.com | (800) 421-0710 (770) 963-7732 (678) 325-2663 (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 | (678) 325-2707 (Direct) (770) 963-5754 (Fax) (678) 938-1699 (Cell) |

**Georgia Administrative Services, Inc.
1775 Spectrum Drive, Suite 100
Lawrenceville, GA 30043
(800) 421-0710 (770) 963-7732 Fax (770) 963-5754**