

**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 &amp; Fax</u>
<b><u>Policy Services</u></b>		
Insurance Coverage Questions Premium/Payroll Audit Questions Certificate of Insurance Requests Quotations	<b>Brittney Maloney</b> bmaloney@georgia-admin.com  <b>Kayla Carter</b> klcarter@georgia-admin.com	(800) 421-0710 (770) 963-7732 (678) 325-2699 (Direct) (770) 963-5754 (Fax) (678) 325-2697 (Direct)
Accounting/Billing Questions	<b>Colleen Olmstead</b> colmstead@georgia-admin.com	(678) 325-2658 (Direct)
<b><u>Claims</u></b>		
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@gaadminsvcs.com	(678) 325-2693 (Direct) (770) 963-7732 (800) 421-0710 (770) 963-5754 (Fax)
Administration of Claims Already Reported	<b>Dawn King</b> dking@georgia-admin.com	(800) 421-0710 (770) 963-7732 (678) 325-2669 (Direct) (770) 963-5457 (Fax)
Reporting of New Claims Catastrophic Claims Only (After Normal Business Hours)	<b>G.A.S. Personnel on Call</b>	(770) 851-8120
<b><u>Loss Control Services</u></b>		
Loss Control Manager	<b>Tim Schieffelin</b> 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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