

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: E.1
Date of Issue: 05/06

Subject: Insurance Claims Filing Procedure

Page 1 of 1

IIT's insurance program utilizes a variety of policies and insurers to adequately provide reduced exposure to the university. IIT has insurance coverage for general, excess, automobile, property, boiler and machinery, publisher, liquor, crime, healthcare facility and counseling and directors' and officers' liability. Some policies have a high deductible and others are excess policies that will not pay out until a self-insured portion is met. The General Counsel's Office (ext. 7-3006) can provide departments with certificates of insurance when a vendor or a business partner requires proof of insurance.

All losses (actual or potential, including, but not limited to liabilities for injury) should be reported immediately to the Public Safety Department (ext. 8-6300). Any substantial losses should be reported immediately to the General Counsel's Office (ext. 7-3006). A substantial loss is one of more than \$5,000 or one that may result in liability exposure of \$5,000 or more. If the loss is covered by insurance, the General Counsel's Office will decide whether to file a report with the insurance company involved and, if the loss is so reported, secure a claim number therefor.

If an area is damaged, the Department of Facilities should also be notified so repairs can begin and the space can be made safe for use. The Department of Facilities will work with the General Counsel's Office to obtain estimates for replacement or repair to the damaged area and to obtain bids that will be submitted, as appropriate, to insurance carriers.

For large claims, the Controller's Office will set up a claims account where charges can be accumulated pending reimbursement of insurance funds. Copies of all purchase orders and other documentation related to the claim should be kept for audit purposes and insurance settlement.

The General Counsel or authorized designee will sign proof-of-loss forms for the insurance company. When final payment is received, the claim account will be credited and the claim will be closed.