

MHH Insurance Agency

What to do in case of an accident

1. Try to compose yourself (stay calm) and turn on hazard lights.
 2. Call 911 if it is serious accident and request an ambulance if there are serious injuries*, or a non-emergency number if it is a minor incident
 3. Move your car safely out of traffic (if possible) and warn oncoming traffic with hazard lights and flares.
 4. Try to remain calm and do not admit fault. Exchange contact and insurance information with the other driver(s).
 5. Document any witness information.
 6. Take some pictures of the damage of vehicles, location, and the other party's driver's license and insurance ID card.
 7. Report the accident to us or the insurance company directly. (There is a 24/7 claims telephone number on your insurance ID card.)
- *Keep in mind that your safety is the most important thing.

Insurance Claim #:

Adjuster's Tel #:

Auto Accident Facts: (Even hit and run accident, please contact police and obtain a report)		
Date of Loss:	Time:	Tel#:
The location the accident occurred;		
Condition of the road/weather:		
Police Department:		
Case Number:		
Our Driver Name:		
Vehicle:		
Description of the damage:		
Description of the accident:		
Party at fault:		
Witness(es)'s Name and Tel#:		
Passenger(s) Name and date of birth:		
Injuries suffered in your vehicle:		
Other Vehicle:		
Owner's Name and Driver's Name:		
Tel#:		
Address:		
Driver's license number and issued state:		
Insurance Company & Policy# :		
Vehicle make, model and color:		
Plate#:		
Description of the damage: (If you have a chance, please take a picture)		
Has anyone in their vehicle injured?		
Memo:		