



## Non-Employee Incident/Accident Report

Today's Date: \_\_\_\_\_

Certificate/Policy Number: \_\_\_\_\_

**Insured Name:** \_\_\_\_\_

Address, City, State & Zip Code: \_\_\_\_\_

*Best Contact Person Name/Title:* \_\_\_\_\_

*Email Address:* \_\_\_\_\_

*Phone(s):* \_\_\_\_\_

*Additional comments on contact information* \_\_\_\_\_

\_\_\_\_\_

**Date of Accident** (mm/dd/yy): \_\_\_\_\_

Address/building where incident occurred: \_\_\_\_\_

Who was involved (please check one or more as applicable):

- Visitor**
- Minor/Child**
- Student**
- Other** \_\_\_\_\_

Full Name of Third Party: \_\_\_\_\_

Address, City, State, Zip code: \_\_\_\_\_

\_\_\_\_\_



Phone # \_\_\_\_\_

Email address: \_\_\_\_\_

*Date of Birth:* \_\_\_\_\_

*Social Security (or last 4 digits):* \_\_\_\_\_

*Medicare Number or Medical Insurance Information:*

\_\_\_\_\_

If under 18 years old, Parent(s)/Legal Guardian(s) name & contact information:

\_\_\_\_\_

\_\_\_\_\_

**Brief Description of Incident/Accident:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Injury/Treatment Details or Property Damage Details:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_