

WEST VIRGINIA BOARD OF RISK AND INSURANCE MANAGEMENT

*County Boards of
Education Insurance*

Melody Duke
Executive Director

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Types of Coverage

- ▣ Comprehensive General Liability
- ▣ Auto Liability
- ▣ Workers' Compensation & Employer's Liability
- ▣ Cyber Liability
- ▣ Builder's Risk and Installation Floater
- ▣ Professional Liability
- ▣ Commercial Crime/3rd Party Fidelity
- ▣ Pollution

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Claim Submission

- ❑ <https://wv.erims2.com>
- ❑ **Click here to submit a claim – no login required**
- ❑ **Bolded red items are required fields**
- ❑ BRIM Cert # = Account #
- ❑ Property Information as listed on Part 9 of the Questionnaire

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The screenshot shows a web form titled "INSURANCE LOSS NOTICE - State of WV-BRIM" within a "Snip & Sketch" application window. The form includes instructions for completion and a dropdown menu for "Type of Losses" set to "Auto". It is divided into three sections: "Section 1: Insured Agency or Entity", "Section 2: Loss Information", and "Section 3: Claimant Information".

INSURANCE LOSS NOTICE - State of WV-BRIM

Instructions: For all losses, complete sections 1, 2 & 3
For **Auto** losses - also section 4
For Insured **Property** losses - also section 5

Bolded red items are required
You may attach files at the bottom of this form

Type of Losses : Auto

Section 1: Insured Agency or Entity

Insured Name :
Insured Address :
Insured Contact : Phone Number (day) (XXX-XXX-XXXX)
Person With Detailed Knowledge on Loss : Email :
How do we reach that person? : BRIM Cert.# :

Section 2: Loss Information

Date of Loss : Time of Day :
Description of Loss :
Investigated by (Police, Fire, Etc.) :
Witnesses : + Name Address Phone

Section 3: Claimant Information

Claimant Name : Home/Cell Phone (XXX-XXX-XXXX) :
Address : Work Phone (XXX-XXX-XXXX) :
Sex :
Description of Injury or Damage :

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Certificates of Insurance

- Request form
- Accurate/Complete Information
- Certificate Holder
- Description of Event
- Additional Insured
- Advance Notice - 48 Hours
- Email Delivery
- BRIM.Underwriting @wv.gov

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Loss Control

Tools to Prevent or Minimize Claims

- Standards of Participation Program – credits/surcharges
- Loss Control Education and Outreach Services
- Property & Casualty Prevention Inspections
- Boiler, Machinery & Air Conditioning Inspection
- Loss Control Consultation Visits

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QUESTIONS

Melody Duke – Executive Director, ext. 20230

John Fernatt – Deputy Director/Claim Manager, ext. 43440

Jeremy Wolfe – Deputy Director/Loss Control Manager, ext. 20231

Stephen Panaro – Chief Financial Officer, ext. 20233

Ashley Summitt – Chief Privacy Officer, ext. 20232

Woodrow White – Underwriting Manager, ext. 43439

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