



Campbell County Injury Insurance Claim Instructions

In the event that a volunteer/career member suffers an injury while performing duties associated with any rescue squad/fire squad, the member shall follow the following procedure:

1. Fill out the Campbell County incident report with name and complete description of the incident.
2. You should contact your captain or supervisor **as soon as possible** to make him/her aware of the incident.
3. If medical treatment is needed, arrangement should be made for the injured to be treated at a medical facility.
4. Completely fill out the Hartford insurance claim form as follows:
 - a) Complete section 1 – to be completed by Commanding Officer
 - b) Section II – IV - to be completed by claimant
 - c) Section V to be completed by physician and claimant
 - d) Read the first paragraph of section 6, sign/date at the bottom of the page.
 - e) Turn all completed forms in to the Captain or Supervisor as soon as possible. (Remind the officer to sign the incident form and the Hartford form.)
5. All paperwork should be submitted within 15 days of the incident.
6. If you are injured and do not require medical attention, an incident form is still required. **Failure to do so could result in you being responsible for any medical bills that result should you need medical attention for the injury at a later date.**
7. **Any questions, contact Barbie Alleman at Campbell County Public Safety. Phone: 434-332-9889; email: baalleman@co.campbell.va.us**