

2603 Formal Notification of Third Party Claim

Subject: Risk Management and Insurance
Title: Formal Notification of Third Party Claim
No.: 2603
Effective: December 1986
Revised: May 2018
Last Reviewed: May 2018
Resp. Office: Risk Management and Insurance
Approval: Risk Management and Insurance

Purpose

To notify the Office of Risk Management and Insurance of any actual or potential third party claim against the University and Health System.

Policy

1. Upon receipt of any claim correspondence, i.e. summons, complaint, contact by an attorney, investigator or other person regarding a claim for damages, the affected department must notify the Office of Risk Management and Insurance to assume all further handling of the claim.
2. In the event a summons or complaint is served on a department, refer the courier to the Office of General Counsel. No department other than the Office of General Counsel may accept service of a summons or complaint. Strict adherence to this policy is essential, as failure to respond in a timely manner may prejudice the rights of the institution.
3. Except as authorized, only representatives of the Office of Risk Management and Insurance or Office of General Counsel may discuss or transmit information related a claim or litigation.