

County of Kewaunee, WI
810 Lincoln St
Kewaunee, WI 54216

Insurance Claims Process (Property or Liability)

Wisconsin County Mutual Insurance Corporation (WCMIC)

County Contact:

Finance Department
Paul Kunesh
810 Lincoln St
Kewaunee WI 54216
Phone: (920) 388-7110
eMail: Kunesh.paul@kewauneeco.org

1. Incident Occurs
2. Incident is reported to a supervisor, or directly to County Contact (**as soon as possible**)
 - Vehicle accident – Send the WI accident report to the County Contact
Include pictures if available
 - Liability or Property- Kewaunee County Incident Report form
3. Additional information or claims should be sent directly to the County Contact.
Do not proceed with repairs until approved by WCMIC and County Contact

4. Contact submits the Property Loss Reporting Form to the county's Dedicated Field Claims Adjuster via email.
5. Adjuster investigates the claim:
 - a. determines coverage
 - b. addresses subrogation potential (if any)
 - c. enters claims into Insurance Management System claims database
6. Adjuster sends Claim Acknowledgement to Contact to include:
 - a. claim number
 - b. date of incident
 - c. applicable coverage and deductible
7. Adjuster works with service providers, including appraisal, restoration, and construction firms to develop work plans remedy the affected property.
8. Adjuster works with Contact to obtain estimates.
9. Adjuster releases work orders to service providers to restore property.
10. Adjuster works with Contact to obtain approved bills.
11. Adjuster releases payment on approved bills, less the county deductible.