

# 5 Simple Steps To Filing A CPH Insurance Claim

written by CPH Insurance | June 16, 2016

Filing an insurance claim can be overwhelming, and that doesn't even include the mental and emotional stress of having to deal with the claim to begin with! At CPH Insurance we understand that an insurance claim is more than a hassle, often times it's your professional license or credibility on the line. We strive to keep our process short and simple so you can spend less time stressing and more time getting your life back on track!

## 1. **Download the Initial Incident Report Form:**

[Initial Incident Report Form](#) (PDF)

2. **Answer ALL questions to the best of your ability.** This will help expedite the process. **If something does not apply to you, write "N/A" on that line.** Attach additional information as necessary.

## 3. **Overnight mail OR fax your completed form to:**

CPH Insurance

711 S. Dearborn, Suite 205, Chicago, IL 60605

**Fax:** 312-987-0902

4. If faxing your form: **Call 5 minutes after sending to verify we have received it**

312-987-9823 or 800-875-1911

## **Office Hours:**

Mondays & Fridays: 8:30 am – 5:00 pm CST

Tuesdays – Thursdays: 8:30 – 9:00 pm CST

Saturdays: 10:00 am – 5:00 pm CST

5. **Consult your policy booklet for more details on your coverage and your duties in the event of a Professional Incident, Claim or Suit.** A representative from CPH Insurance will follow up with you.

Keep In Mind:

- You must have had an active CPH Insurance policy during the time of the incident in question for coverage to apply
- If you were NOT insured with CPH Insurance at the time of the incident please contact your other insurance carrier
- If the incident in questions overlaps more than one insurance policy be sure to involve ALL carriers about the potential or pending claim

Still have questions? [Email Us](#)