



GEORGE HILLS

Our minds over your matters.

Welcome Kit

WELCOME TO GEORGE HILLS!

George Hills will take over as the Third-Party Administrator (TPA) for General Liability, Auto Liability, Employment and Professional Liability claim administration services for the Archdiocese of San Francisco effective **July 1, 2019**. George Hills will assume the administration of all liability claims for the archdiocese, existing and new, from Gallagher Bassett Services. We are very excited about this change and look forward to working with you!

Included in this document you will find the following:

- Contact information for your George Hills Liability Team
- George Hills Corporate Resources
- Instructions for reporting new losses to George Hills

Office Address:

821 Eubanks Drive, Suite H
Vacaville, CA 95688

Office Telephone:

(855) 442-2357 *taking calls 24/7*
(707) 419-7500

George Hills Corporate Address:

3043 Gold Canal Drive, Suite 200
Rancho Cordova, CA 95670
<https://georgehills.com>

Corporate Telephone:

(916) 859-4800

Reporting Losses:

Liability Claims (New Administrator):

All new losses are to be reported via email to George Hills.

- MyGHCNewClaims@georgehills.com
- Copy Siena Perez - perezs@sfarch.org at the Archdiocese of San Francisco
- George Hills Initial Claim Data form (ICD – Attached)
- Include all relevant documentation

Property Claims (No Change in Process):

All new losses are to be reported via email to Debbie Ramos, Associate Manager at the Archdiocese of San Francisco.

Debbie Ramos, Associate Manager

Archdiocese of San Francisco

Real Property Support Corporation

Direct (415) 292-0804 | Main 415-292-0800 | Fax 415-292-0805

Email: ramosd@adsfrpsc.org

Workers Compensation Claims (No Change in Process):

All workers compensation claims are to be reported directly to Guide One Insurance Company.

Guide One Insurance Company

Call, fax first report of claim or email to:

Telephone: (888) 748-4326

Fax: (800) 676-4457

Email: CLU@guideone.com

Your George Hills Liability Team is as follows:

Debbie Johnson – Claim Supervisor

821 Eubanks Drive, Suite H
Vacaville, CA 95688
debbie.johnson@georgehills.com
(707) 392-1500

Marizel Bajao – Senior Claims Adjuster

Physical location: San Jose
821 Eubanks Drive, Suite H
Vacaville, CA 95688
marizel.bajao@georgehills.com
(408) 260-0153

Parmit Randhawa – Senior Claims Adjuster (Back-up)

821 Eubanks Drive, Suite H
Vacaville, CA 95688
parmit.randhawa@georgehills.com
(707) 261-0906

Patti Schneiders – Claims Processor

821 Eubanks Drive, Suite H
Vacaville, CA 95688
patti.schneiders@georgehills.com
(707) 419-7513



**INITIAL CLAIM DATA
ENTRY FORM**

GHC CLAIM#

Master #

External #

FIELDS OUTLINED IN RED ARE REQUIRED FOR PROCESSING.

Line of Business:

Company / Individual:

Administrator
Reported Date:
(GHC RECEIVED)

Date Presented:
(CLIENT RECEIVED)

Date of Loss:

Insured is Claimant:

SUPPORT CONTACT CLAIMANT VIA PHONE AND CONTACT LETTER:

IF YES, verify Claimant Address and Phone Number. Claim Processor will use the below information.

Report to Excess

CLAIMANT/CLIENT INFORMATION

Client/Insured:

Claimant/Company Name:

Address:

Street

City, State

Zip Code

Phone Number :

Home

Cell

Work

SSN:

Gender:

DOB:

Email:

Time of Loss:

Loss Location:

Claimant Type:

Claimant Loss Description:

Claim Loss Description:

Examiner:

Loss Type:

Coverage:

Organization:

RESERVES (George Hills only)

Indemnity

Expense

Adjusting Expense

Unallocated Adj Expense

Legal Reserves

Submitted By

Input By

NAME & DATE

PROCESSOR NAME & DATE