



**Vehicle & GL Insurance Program  
Claims Reporting Procedures**

916



**Claim Service Office**

Gregory B. Bragg & Associates, Inc.  
P.O. Box 619058  
Roseville, CA 95661-9058

**Reporting Procedures**

**Email**

[npuvipclaims@gbbragg.com](mailto:npuvipclaims@gbbragg.com)

**Phone**


(916) 960-0900 (24/7)

**Fax**

(916) 783-7245

**I.  Immediate Emergency Response Required – *Phone***

Serious Injuries, Amputation, Loss of Eye Sight, Coma, Spinal Injuries, Multiple Claimants with Serious Injuries, Any Assault, Robbery, Internal Injuries, Head Trauma, Major Damage to High Value Commercial Vehicles, Buildings or Structures, Environmental Damage, High Impact Accidents; or in the exercise of good judgment an immediate response by an adjuster is critical to preserve crucial evidence.

**II.  Same Day Notification Required – *Fax or Email - Flag as “Urgent”***

Potential of serious injury or property damage where liability is potentially adverse: *i.e.* Bone Fractures, Ambulance called to the scene, High Interest by Law Enforcement, Loss of Consciousness, and accidents where claimants need immediate contact; Claims or potential claims where good judgment dictates an early investigation is warranted. **Service of any Legal Process.**

**III.  All Other Occurrence Forms, - *Fax or Email to Claims Service Office***

Attorney letter of Representation, Subrogation Notices, Attorney Settlement Demands, Routine Correspondence.

**Claims Service Team**

**Dedicated Adjuster**

Erica Nichols  
Direct Line (916) 960-1026  
Cell (916) 749-5739  
Home Phone (916) 783-8442  
[erica.nichols@gbbragg.com](mailto:erica.nichols@gbbragg.com)

**Claims Manager**

Jennifer Nogosek  
Direct Line (916) 960-0997  
Cell (916) 768-9401  
[jennifer.nogosek@gbbragg.com](mailto:jennifer.nogosek@gbbragg.com)

**When in Doubt - Call**