



Georgia Oilmen's Association

**SERVICED BY:
Georgia Administrative Services, Inc.**

<u>Service Area</u>	<u>Contact</u>	<u>Telephone</u>
<u>Policy Services</u>		
Insurance Coverage Questions Premium/Payroll Audit Questions Certificate of Insurance Requests Quotations	Kayla Carter klcarter@georgia-admin.com	(800) 421-0710 (770) 963-7732 (678) 325-2697 (Direct)
Accounting/Billing Questions	Colleen Olmstead colmstead@georgia-admin.com	(678) 325-2658 (Direct)
Chief Operating Officer	Amy Schieffelin amys@georgia-admin.com	(678) 325-2698 (Direct)
<u>Claims</u>		
Reporting of New Claims Administration of Claims Already Reported Non-Catastrophic During	freport@georgia-admin.com	(678) 325-2693 (Direct) (800) 421-0710 (770) 963-7732
Normal Business Hours (M-F 8:00 a.m. – 5:00 p.m.)		
Administration of Claims Already Reported	Becky Jackson bjackson@georgia-admin.com	(800) 421-0710 (770) 963-7732 (678) 325-2663 (Direct)
<u>Loss Control Services</u>		
Loss Control Manager	Tim Schieffelin tschieffelin@georgia-admin.com	(678) 325-2707 (Direct) (678) 938-1699 (Cell)

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