

**Origami Risk:** Please have the RISK representative at your school/location enter the incident information into the Origami Risk Management Incident Reporting system and forward a copy of the police report and any other supporting documents such as pictures and/or witness statements to Tina Simon. Supporting documentation can be sent by responding to the confirmation email you receive once your claim has been submitted to Risk Management

### **Procedure for Risk Management Claims Submission & Reimbursement (Building Maintenance)**

- When a loss occurs, the appropriate person at the local school/department should report to Risk Management electronically through the Origami Incident Reporting System. Supporting documentation (description of events, statements, photos, etc.) should be included.
- The claims assigned to an adjuster for processing. The adjuster will review the claim, request additional information if needed, and process for approval/denial.
- District Maintenance Shop should contact Risk Management for the claim number (if approved).
- If the claim is approved (i.e., Risk Management will be covering), there are two options for processing payments on the claim:
  - a. Risk Management pays the repair/replacement invoices directly to the vendor(s) doing the work (***preferred method***); or
  - b. Risk Management reimburses the District Maintenance Shop (DMS) via an accounting code correction. Request must be submitted within 90 days of payment to the vendor.

#### **For direct payment to vendor(s):**

1. DMS arranges for necessary work to be completed.
2. DMS sends Risk Management, as soon as possible after receipt, itemized invoices showing the specific work completed the location of the work, the claim number and the billed amount. Invoices should contain only charges directly related to the claim. Charges for unrelated items or routine maintenance should be billed and paid separately.
3. Adjuster will request payment for approved invoices; payments sent directly to vendor(s).

#### **For reimbursement via code correction:**

1. DMS arranges for necessary work to be completed.
2. DMS sends Risk Management, as soon as possible after receipt, itemized invoices showing the specific work completed the location of the work, the claim number and the billed amount. Invoices should contain only charges directly related to the claim. Charges for unrelated items or routine maintenance should be billed and paid separately.

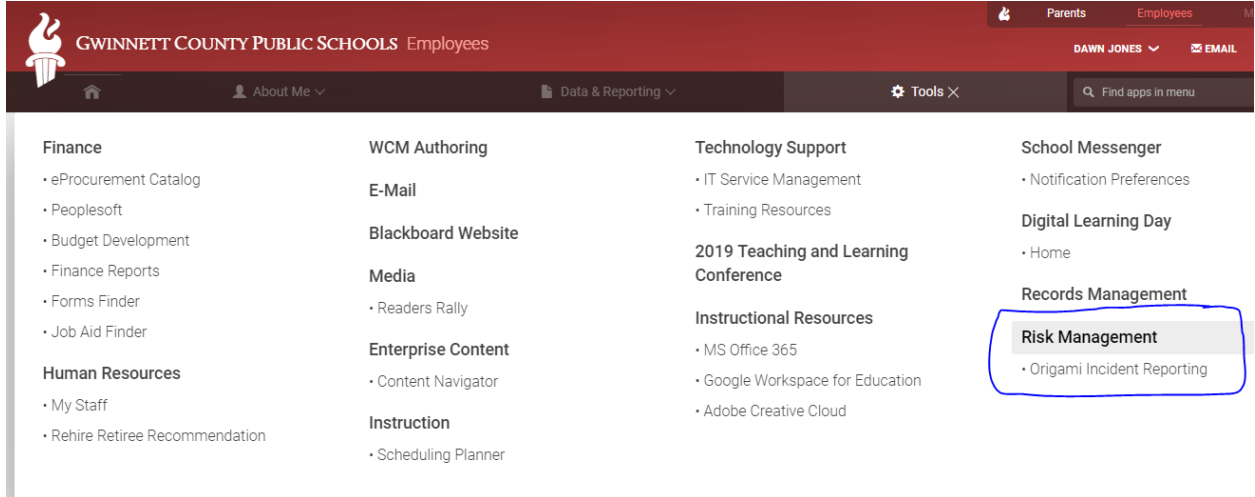
## **GCPS Property Claim Process (Not Technology)**, Risk Management Department

---

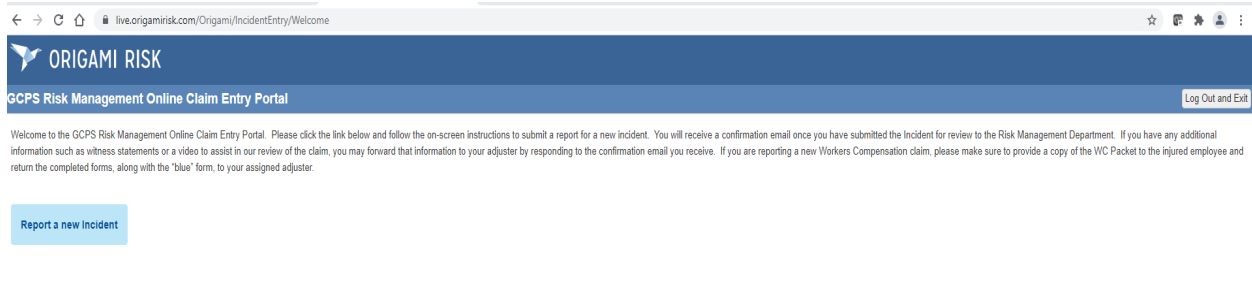
3. DMS attaches a copy of the Purchase Order (indicating account number from which bill was paid) to the invoice copies. If possible, a PeopleSoft printout showing payment to the vendor should be attached.
4. **IMPORTANT NOTE:** By policy, code corrections must be submitted within 90 days of the original transaction, with paid invoices forwarded to Risk Management immediately. In addition, Finance will only allow reimbursement of funds within the same budget year in which the invoices were paid. Invoices with a due date of May 1 or later should be paid via the “direct payment” method above to avoid conflicts with the code correction deadline.

# GCPS Property Claim Process (Not Technology), Risk Management Department

1. To enter a new Property Loss Incident report, you will need to log into the GCPS Portal Page and then click on the “Tools” tab.
2. To Report a new Property Loss Incident, click either Risk Management or Origami Incident Reporting. A new window will open that will take you to the Origami entry portal.



3. To enter the new Incident Report, click on the tab labeled “Report new Incident” and you will be taken to the new reporting landing page for Origami.



4. To enter a new incident, click on “Property Loss” and follow the prompts for entering the incident information.

# GCPS Property Claim Process (Not Technology), Risk Management Department

## Select Incident Type

### Select a type for the new incident

#### First Report of Injury

For incidents involving employee injuries.

#### Auto Incident

For incidents involving vehicle damage or damage caused by vehicles.

#### Visitor Injury

For incidents involving injuries to visitors.

#### General Liability Report

For incidents involving damage to a visitor's property.

#### Property Loss

For incidents involving damage to GCPS property.

5. Enter the loss information into the form. For a loss regarding a building or school, you only need to complete the top half of the form. An asterisk "\*" indicates a required field.

**New Incident** Complete Incident

**Reported By**

Your Name \*

Your Email

**Property Loss Report**

Date of Incident \*

Time of Incident

If time of incident is UNKNOWN, please leave BLANK.

School/Location Name: \*

School Contact Person

Phone Number

Type of Loss \*

Please provide a detailed description of what happened? \*

storm came through on 7/1/21 causing wind damage to baseball field hitting around the back stop

If a building, school or other permanent structure was affected, please include details in this description.

---

**Witness Information**

Witness Name

Witness's Statement

Witness Phone Number

Additional Witnesses?  Yes  No

---

**Property Section**

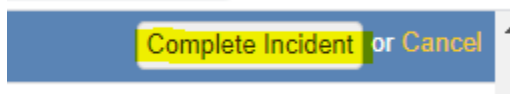
Who was the item(s) assigned to?

Where were item(s)?

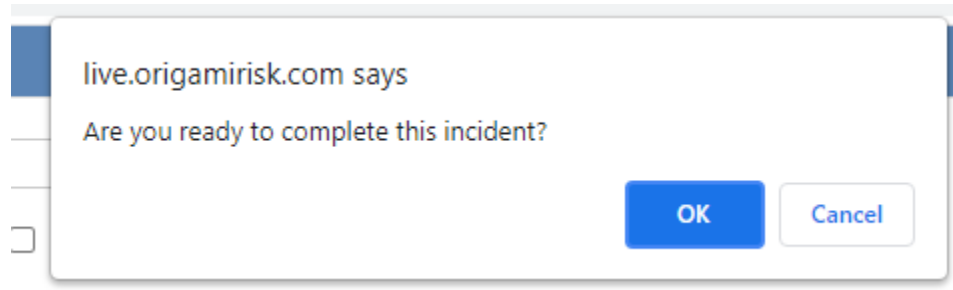
What item(s) were taken with details?

For example: Laptop, Mfg: IBM, Model #: AB12345, Serial #: 1258798787978

6. Once you have completed the form, click "Complete Incident" at the top right hand of the page.



7. Once the claim has been submitted you will receive a prompt to confirm that you are ready to submit the new incident report. Click "OK" to submit.



8. Once submitted you will get a reply showing a successful submission. You will also receive an email confirmation that the incident was sent to your assigned adjuster and if you have any additional information to submit, you can do so by responding to the email confirmation.
9. If you don't have anything else to submit, you can click "I'm done". You will be then prompted to log out or return to the Welcome Screen if you need to enter another incident report.

#### Upload any relevant files

 Save Successful.

 You can upload any relevant documents and files for the incidents you submitted in this page. Please do so below before clicking on the I'm done button.

#1 Smith, John (E21-0000017)

No files uploaded.

**I'm Done** or [click here to log out](#)

## Thank you

Thank you for your submission.

### Print Incident Records

[▶](#) Click the links below to print a copy of the records submitted.

Smith, John (E21-0000017)

[Return to Welcome Screen](#) or [click here to log out](#)

**10. Below is an example of the email you will receive once the claim has been submitted to Risk Management.**

#### Your incident report - P21-0000018

Subject            Your incident report - P21-0000018  
To                   dawn.jones@gcpsk12.org  
Reply To          live-replyto-11425.525500ff-3c6c-4050-9445-14efb55ea088@origamirisk.com  
From                Gwinnett County Public Schools  
Entry Date        07/06/2021 3:04 PM  
Send Date         07/06/2021 3:04 PM  
Attachments      [P21-0000018\\_IR.pdf](#) 65 KB  
                      [View Original Header Information](#)

You have successfully submitted your incident report to the Risk Management Department. Please forward any additional information (photos, witness statements, police reports, etc.) to support the claim by rep questions please contact Tina at 770-513-6619 or by email at tina.simon@gcpsk12.org.

Replies to this email message will be saved with our email records.

**If you need assistance with reporting a new incident, please contact your adjuster.**