

Accident Documentation Guide

This guide provides tips and a checklist for gathering essential information and evidence after an auto accident. Proper documentation is key to supporting your insurance claim and protecting your rights.

1 Immediate Actions at the Scene

Ensure Safety:

- ♦ Check yourself and others for injuries.
- ♦ Move to a safe location, if possible, without leaving the scene of the accident.

Call Emergency Services:

- ♦ Dial 911 to report the accident and request medical assistance if needed.
- ♦ Wait for police and medical personnel to arrive.

Exchange Information:

- ♦ Collect the following details from all drivers involved:
 - ♦ Full names and contact information.
 - ♦ Driver's license numbers.
 - ♦ Vehicle make, model, color, and license plate number.
 - ♦ Insurance company names and policy numbers.

2 Documenting the Scene

Take Photographs:

- ♦ Capture images of the vehicles involved from multiple angles.
- ♦ Photograph the surrounding area, including skid marks, road conditions, and traffic signs.
- ♦ Document any visible injuries.

Witness Information:

- ♦ Obtain names and contact details of any witnesses to the accident.
- ♦ Ask witnesses for their account of the accident, if possible.

Police Report:

- ♦ Request the officer's name, badge number, and the report number.
- ♦ Make sure your account of the accident is included in the police report.

3 Medical Documentation

- ♦ Seek Immediate Medical Attention:
- ♦ Even if injuries appear minor, get checked by a healthcare professional.
- ♦ Follow all medical advice and treatment plans.

Maintain Medical Records:

- ♦ Keep detailed records of all treatments, doctor visits, and prescribed medications.
- ♦ Retain copies of bills, treatment summaries, and any referrals for further care.

4 Additional Documentation

Personal Notes:

- ♦ Write a detailed account of the accident, including the events leading up to it and your actions during and after the incident.
- ♦ Note any conversations with the other driver(s), witnesses, and law enforcement.

Insurance Communication:

- ♦ Document all interactions with your insurance company, including the names of representatives and details of conversations.
- ♦ Save copies of all written communications.

5 Follow-Up Actions

Monitor Symptoms:

- ♦ Keep a daily log of any symptoms or pain that develops after the accident.
- ♦ Report any new or worsening symptoms to your healthcare provider promptly.

Repair Estimates:

- ♦ Obtain written estimates for vehicle repairs from certified mechanics or body shops.
- ♦ If your vehicle is totaled, retain documentation for the valuation and settlement.

Consult Legal Assistance:

- ♦ If the accident involves significant injuries or disputes over fault, consider consulting with a personal injury attorney.
- ♦ An attorney can help protect your rights and ensure you receive fair compensation.

Note: Properly documenting the accident and related details will strengthen your insurance claim and help in any legal proceedings. It's important to gather as much information as possible to support your case.