**Required Items after Signing up Client’s**

1. A picture of the client’s driver’s license – the purpose of this is also for confirmation of birthdate and spelling of their legal name
2. Police Report/Exchange of Information
3. 1P/3P Insurance information to include name of driver, vehicle information, policy number;
4. If your client went to a hospital after the accident, request they send you a picture of their “After visit summary” to confirm hospital name and location for records requests;
5. Pictures of damage to our client’s vehicle;
6. Wage Loss (if applicable) collect paystubs, request WLA right away from provider;
7. Contract and HIPPA Authorization