

Student/Visitor Injuries

Students/Visitors who are injured must file a claim with the Division of Claims Administration (DOCA). DOCA is not part of TSU but part of the state government. They are like the insurance company for the state. The phone number for DOCA is 615-741-2734. Their address is:

State of Tennessee
Division of Claims Administration
11th Floor, Andrew Jackson Building
Nashville, TN 37243-0243

DOCA has a form available for filing a claim. This form is available directly from DOCA or the Environmental Health and Safety (EH&S) Office with the Department of Facilities Management. It has also been posted on-line in .pdf format at www.tdot.state.tn.us/legal/claimform.pdf

The TSU Department should be contacted so a record of the incident can be made.

The EH&S office within the Department of Facilities Management will investigate the incident and prepare and submit a report to the DOCA. You may contact the EH&S office at ehs@tnstate.edu

Any questions about the process need to be directed to DOCA. TSU is not authorized to speak on DOCA's behalf.

Below is an outline of all parties involved in the process:

- Agency Administrator: Division of Claims Administration - Phone: 615-741-2734
- TSU Department Which Handles: Department of Facilities Management - Contact Tommi Smith at 615-963-5683
- Hospital/Medical Facility To Be Used: Any facility, i.e., which ever facility the injured party chooses to use.
- TSU Police Report Goes To: Department of Facilities Management
- Where Injured Party Should Send Paperwork: Division of Claims Administration
- Payment of Bills: Injured party is responsible for bills. They may seek reimbursement for their bills from the Division of Claims Administration.
- Decision to Pay Bills or Pay for Losses Made By: Division of Claims Administration
- Injured Party Gets Claim Form From: EH&S office within Department of Facilities Management
- 615-963-5683 **OR** Division of Claims Administration at 615-741-2734 **OR** www.tdot.state.tn.us/legal/claimform.pdf