



CLOSING CHECKLIST
RO: _____

OUT OF PROVINCE CLAIM CLOSING

Identify if the insurance company is active on Mitchell Connect:

Note: You can follow the "-01 or -99 Claims" closing checklist if they are active on Mitchell Connect.

Open Mitchell Connect, and Repair Center and open the claim:

Ensure that the dollar amount of the claim matches between the 2 programs.

Job Action changed to "CLOSED".

Note: For insurance companies not active on Mitchell Connect no further action is needed once it has been removed from your active jobs list. It is only used as the estimating platform.

Follow the Repair Center Closing Checklist to finalize closing.