Forms are included in this kit as a guide for the information that is needed to file claims online. We prefer that workers compensation claims, liability claims and property claims be filed online. The Diocese of Davenport and Molyneaux Insurance have immediate access to those claims when you file them electronically.

**Diocese of Davenport Contact:** Tiara Hatfield, Human Resources and Risk Management Coordinator  
563-888-4366, hatfield@davenportdiocese.org

<table>
<thead>
<tr>
<th>Section</th>
<th>Company</th>
<th>Policy Number</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1:</strong> Workers Compensation</td>
<td>RAS (Risk Administration Services)</td>
<td>WC0200390242020A</td>
<td>First Report of Injury reported within 24 hours of incident online, <a href="http://www.rascompanies.com">www.rascompanies.com</a>. If there is required hospitalization, loss of limb/eyesight, or death call Tiara Hatfield immediately so OSHA is notified. If she is not immediately available call Mark Shaffer.</td>
</tr>
</tbody>
</table>
| **Section 2:** Loss Control/Risk Management Services (Work place safety and risk management) | Parishes: Molyneaux Mark Shaffer  
Schools: Catholic Mutual  
Ryan Dallan | | Parishes Loss Control Rep: 563-823-7059  
Mshaffer@sprdirect.com  
Schools Loss Control Rep: 800-228-6108, ext. 2383  
r dallan@catholicmutual.org |
| **Section 3:** Liability Loss | Catholic Mutual | Certificate Number 9165 | Report incidents on line immediately, [www.catholicmutual.org](http://www.catholicmutual.org) |
| **Section 4:** Property Loss | Catholic Mutual | Certificate Number 9165 | Report incidents on line immediately, [www.catholicmutual.org](http://www.catholicmutual.org) |
| **Section 5:** Auto Loss/Glass Claim Changes | Church Mutual | Policy Number 34297109127955 | Auto Loss/Glass Claims: Phone: 888-748-4326  
Changes: Tiara Hatfield, 563-888-4366 and Kris Westlake, 800-728-6494 |
| **Section 6:** Cyber Insurance | Beazley | Policy Number V2B903200101 | Contact Tiara Hatfield, 563-888-4366,  
hatfield@davenportdiocese.org  
Report incidents immediately. |
| **Section 7:** Requirements for Driving for the Diocese, School or Parish and CMG Connect Certificate of Liability for Leased Vehicles (Enterprise Rent-a-Car and Truck Rental/U-Haul) | | | Contact Tiara Hatfield, 563-888-4366,  
hatfield@davenportdiocese.org  
Required forms included in kit. |
| **Section 8:** Parish/School Facility Use and Rental | Catholic Mutual | | Contact Kris Westlake: 800-228-6108, ext. 2327  
kwestlake@catholicmutual.org or  
Tiara Hatfield, 563-888-4366,  
hatfield@davenportdiocese.org |
| **Section 9:** Boiler Inspections | Travelers  
BoilerRE thru Catholic Mutual | | For boiler and pressure vessel inspections: 800-425-4119, [Boilinsp@Travelers.com](mailto:Boilinsp@Travelers.com) |
# Table of Contents

## Insurance Claims Kit

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563-888-4366, [hatfield@davenportdiocese.org](mailto:hatfield@davenportdiocese.org)

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<tbody>
<tr>
<td><strong>Section 10:</strong> Employment Practices</td>
<td>Catholic Mutual</td>
<td>Contact Tiara Hatfield, before an employee is terminated. A professional review is needed in order for insurance coverage to apply.</td>
</tr>
</tbody>
</table>
| **Section 11:** Request for Certificate of Insurance | Catholic Mutual | Contact Kris Westlake: 800-228-6108, ext. 2327 [kwestlake@catholicmutual.org](mailto:kwestlake@catholicmutual.org)  
Required form included in kit |
| **Section 12:** Contract Review | Catholic Mutual | Contact Tiara Hatfield, 563-888-4366 [hatfield@davenportdiocese.org](mailto:hatfield@davenportdiocese.org) |
| **Section 13:** Liquor Liability | Catholic Mutual | Contact Kris Westlake: 800-228-6108, ext. 2327 [kwestlake@catholicmutual.org](mailto:kwestlake@catholicmutual.org) |
| **Section 14:** Certificate of Liability for Knights of Columbus Events | Catholic Mutual | Contact Kris Westlake: 800-228-6108, ext. 2327 [kwestlake@catholicmutual.org](mailto:kwestlake@catholicmutual.org) |